

Message

From: Hart, Debbi [Hart.Debbi@epa.gov]
Sent: 7/7/2017 12:53:29 PM
To: Snowden, Gregory A [Gregory.Snowden@opm.gov]; Mahoney, Michael J [Mike.Mahoney@opm.gov]; Coleman, Darrell E [Darrell.Coleman@opm.gov]; Thornton, Cathryn [Cathryn.Thornton@opm.gov]; Butler, Monica [Monica.Butler@opm.gov]; Mulligan, James S. EOP/OMB [Ex. 6 - Personal Privacy] Grossman, Andrea L. EOP/OMB [Ex. 6 - Personal Privacy]
CC: Vizian, Donna [Vizian.Donna@epa.gov]; Showman, John [Showman.John@epa.gov]; Gray, Linda [gray.linda@epa.gov]; Carpenter, Wesley [Carpenter.Wesley@epa.gov]; Parker, Gary [parker.gary@epa.gov]; Hunt, Loretta [Hunt.Loretta@epa.gov]
Subject: EPA Final VERA/VSIP Request--email 2 of 3
Attachments: EPA Prog and Reg Business Cases Final 7-6-17.docx

EPA's final business case (attached). DH

From: Hart, Debbi
Sent: Friday, July 07, 2017 8:52 AM
To: Snowden, Gregory A <Gregory.Snowden@opm.gov>; Mahoney, Michael J <Mike.Mahoney@opm.gov>; Coleman, Darrell E <Darrell.Coleman@opm.gov>; Thornton, Cathryn <Cathryn.Thornton@opm.gov>; Butler, Monica <Monica.Butler@opm.gov>; Mulligan, James S. EOP/OMB <James_S_Mulligan@omb.eop.gov>; 'Grossman, Andrea L. EOP/OMB' <Andrea_L_Grossman@omb.eop.gov>
Cc: Vizian, Donna <Vizian.Donna@epa.gov>; Showman, John <Showman.John@epa.gov>; Gray, Linda <gray.linda@epa.gov>; Carpenter, Wesley <Carpenter.Wesley@epa.gov>; Parker, Gary <parker.gary@epa.gov>; Loretta Hunt <Hunt.Loretta@epa.gov>
Subject: EPA Final VERA/VSIP Request--email 1 of 3
Importance: High

Greetings All-

Thank you for your assistance with this effort. As for our informal request, we are submitting our final package in three pieces. Attached is our signed VERA/VSIP template request. This will be followed by our final business case and targeted positions table. Please let us know if there are any questions. Thanks again-- Debbi

Debbi Hart
Director
Policy, Planning & Training Division
OHR, OARM
USEPA
202.564.2011
hart.debbi@epa.gov

Message

From: Hart, Debbi [Hart.Debbi@epa.gov]
Sent: 6/27/2017 8:35:06 PM
To: Vizian, Donna [Vizian.Donna@epa.gov]
CC: Hunt, Loretta [Hunt.Loretta@epa.gov]; Parker, Gary [parker.gary@epa.gov]; Terris, Carol [Terris.Carol@epa.gov]; Showman, John [Showman.John@epa.gov]; Gray, Linda [gray.linda@epa.gov]; Carpenter, Wesley [Carpenter.Wesley@epa.gov]
Subject: RE: Update for EPA's VERA/VSIP business case and targeted positions Email 2 of 2

I was assuming Loretta and me and Carol if she is available. Not sure about Linda/Wes—I think Kim is contacting them. I don't think Loretta can register until 6 but notified Andrea of that.

From: Vizian, Donna
Sent: Tuesday, June 27, 2017 4:10 PM
To: Hart, Debbi <Hart.Debbi@epa.gov>
Cc: Hunt, Loretta <Hunt.Loretta@epa.gov>; Parker, Gary <parker.gary@epa.gov>; Terris, Carol <Terris.Carol@epa.gov>; Showman, John <Showman.John@epa.gov>; Gray, Linda <gray.linda@epa.gov>; Carpenter, Wesley <Carpenter.Wesley@epa.gov>
Subject: Re: Update for EPA's VERA/VSIP business case and targeted positions Email 2 of 2

Who is going tomorrow? Talked with Holly. She is going to pass.

On Jun 27, 2017, at 4:08 PM, Hart, Debbi <Hart.Debbi@epa.gov> wrote:

FYI—I RSVP'd.

From: Grossman, Andrea L. EOP/OMB **Ex. 6 - Personal Privacy**
Sent: Tuesday, June 27, 2017 11:45 AM
To: Hunt, Loretta <Hunt.Loretta@epa.gov>
Cc: Hart, Debbi <Hart.Debbi@epa.gov>; Parker, Gary <parker.gary@epa.gov>; Terris, Carol <Terris.Carol@epa.gov>; Hickey, Mike J. EOP/OMB **Ex. 6 - Personal Privacy** Mulligan, James S. EOP/OMB **Ex. 6 - Personal Privacy** Vizian, Donna <Vizian.Donna@epa.gov>; Showman, John <Showman.John@epa.gov>; Gray, Linda <gray.linda@epa.gov>; Carpenter, Wesley <Carpenter.Wesley@epa.gov>
Subject: RE: Update for EPA's VERA/VSIP business case and targeted positions Email 2 of 2

Loretta,

We will be in the Old (Eisenhower) Executive Office Building, room 476.

Here is the link for building access: <https://events.whitehouse.gov/form?rid=VMKT4DRTGW>

Please have everyone who will attend fill out their information at that link by COB today so I can get the group cleared.

On the OMB end, it will be the environment branch- the various examiners who cover EPA and our branch chief Mike Hickey.

Thanks,

Andrea Grossman

Program Examiner, OMB Environment Branch
202-395-4756

From: Hunt, Loretta [mailto:Hunt.Loretta@epa.gov]
Sent: Tuesday, June 27, 2017 9:28 AM
To: Grossman, Andrea L. EOP/OMB [Ex. 6 - Personal Privacy]
Cc: Hart, Debbi <Hart.Debbi@epa.gov>; Parker, Gary <parker.gary@epa.gov>; Terris, Carol <Terris.Carol@epa.gov>; Hickey, Mike J. EOP/OMB [Ex. 6 - Personal Privacy] Mulligan, James S. EOP/OMB [Ex. 6 - Personal Privacy] Vizian, Donna <Vizian.Donna@epa.gov>; Showman, John <Showman.John@epa.gov>; Gray, Linda <gray.linda@epa.gov>; Carpenter, Wesley <Carpenter.Wesley@epa.gov>
Subject: RE: Update for EPA's VERA/VSIP business case and targeted positions Email 2 of 2

Andrea,

Who will be in attendance from OMB?

Loretta L. Hunt
Branch Chief
Policy and Accountability Branch
Policy, Planning and Training Division
Office of Human Resources
U.S. EPA
Phone: (202) 564-6963
Email: hunt.loretta@epa.gov

From: Grossman, Andrea L. EOP/OMB [Ex. 6 - Personal Privacy]
Sent: Tuesday, June 27, 2017 9:19 AM
To: Hunt, Loretta <Hunt.Loretta@epa.gov>
Cc: Hart, Debbi <Hart.Debbi@epa.gov>; Parker, Gary <parker.gary@epa.gov>; Terris, Carol <Terris.Carol@epa.gov>; Hickey, Mike J. [Ex. 6 - Personal Privacy] Mulligan, James S. [Ex. 6 - Personal Privacy] Vizian, Donna <Vizian.Donna@epa.gov>; Showman, John <Showman.John@epa.gov>; Gray, Linda <gray.linda@epa.gov>; Carpenter, Wesley <Carpenter.Wesley@epa.gov>
Subject: RE: Update for EPA's VERA/VSIP business case and targeted positions Email 2 of 2

Loretta,

Yes, 2 pm tomorrow will work. I'll work on reserving a conference room and will let you know when that is done and send you the link to have people cleared by building security.

Thank you,

Andrea Grossman
Program Examiner, OMB Environment Branch
202-395-4756

From: Hunt, Loretta [mailto:Hunt.Loretta@epa.gov]
Sent: Monday, June 26, 2017 6:00 PM
To: Grossman, Andrea L. EOP/OMB [Ex. 6 - Personal Privacy]
Cc: Hart, Debbi <Hart.Debbi@epa.gov>; Parker, Gary <parker.gary@epa.gov>; Terris, Carol <Terris.Carol@epa.gov>; Hickey, Mike J. EOP/OMB [Ex. 6 - Personal Privacy] Mulligan, James S.

EOP/OMB [Ex. 6 - Personal Privacy] Vizian, Donna <Vizian.Donna@epa.gov>; Showman, John <Showman.John@epa.gov>; Gray, Linda <gray.linda@epa.gov>; Carpenter, Wesley <Carpenter.Wesley@epa.gov>

Subject: RE: Update for EPA's VERA/VSIP business case and targeted positions Email 2 of 2

Andrea,

Would 2 pm, 6/28/17, work?

Loretta L. Hunt
Branch Chief
Policy and Accountability Branch
Policy, Planning and Training Division
Office of Human Resources
U.S. EPA
Phone: (202) 564-6963
Email: hunt.loretta@epa.gov

From: Grossman, Andrea L. EOP/OMB [Ex. 6 - Personal Privacy]
Sent: Monday, June 26, 2017 5:31 PM
To: Hunt, Loretta <Hunt.Loretta@epa.gov>
Cc: Hart, Debbi <Hart.Debbi@epa.gov>; Parker, Gary <parker.gary@epa.gov>; Schulman, Marvin <Schulman.Marvin@epa.gov>; McNeal, Detha <McNeal.Detha@epa.gov>; Kuhns, Jason <Kuhns.Jason@epa.gov>; Terris, Carol <Terris.Carol@epa.gov>; Hickey, Mike J. EOP/OMB

[Ex. 6 - Personal Privacy] Mulligan, James S. EOP/OMB [Ex. 6 - Personal Privacy]
Subject: RE: Update for EPA's VERA/VSIP business case and targeted positions Email 2 of 2

Loretta,

OMB would like to request a presentation from EPA on this VERA/VSIP proposal. We are hoping to get some insight into the broader strategy at play. This could also be an opportunity to informally ask some of our initial questions as we learn more about the package.

Would someone from EPA be available for a meeting this week (potentially Wednesday afternoon, recognizing the time sensitivity of the package)? I can reserve a conference room here at the New Executive Office Building and arrange for building clearance.

Thank you,

Andrea Grossman
Program Examiner, OMB Environment Branch
202-395-4756

From: Hunt, Loretta [<mailto:Hunt.Loretta@epa.gov>]
Sent: Thursday, June 22, 2017 6:52 PM
To: Hickey, Mike J. EOP/OMB [Ex. 6 - Personal Privacy] Mahoney, Michael J <Mike.Mahoney@opm.gov>; Snowden, Gregory A <Gregory.Snowden@opm.gov>; Coleman, Darrell E <Darrell.Coleman@opm.gov>; Thornton, Cathryn <Cathryn.Thornton@opm.gov>; Butler, Monica <Monica.Butler@opm.gov>; Grossman, Andrea L. EOP/OMB [Ex. 6 - Personal Privacy]
Cc: Hart, Debbi <Hart.Debbi@epa.gov>; Parker, Gary <parker.gary@epa.gov>; Schulman, Marvin <Schulman.Marvin@epa.gov>; McNeal, Detha <McNeal.Detha@epa.gov>; Kuhns, Jason <Kuhns.Jason@epa.gov>
Subject: RE: Update for EPA's VERA/VSIP business case and targeted positions Email 2 of 2

The document attached replaces document #3 sent on 6/16/17.

Thanks.

Loretta L. Hunt
Branch Chief
Policy and Accountability Branch
Policy, Planning and Training Division
Office of Human Resources
U.S. EPA
Phone: (202) 564-6963
Email: hunt.loretta@epa.gov

From: Hunt, Loretta
Sent: Thursday, June 22, 2017 6:48 PM
To: 'Hickey, Mike J. EOP/OMB' [Ex. 6 - Personal Privacy]; Mahoney, Michael J' <Mike.Mahoney@opm.gov>; 'Snowden, Gregory A' <Gregory.Snowden@opm.gov>; Coleman, Darrell E <Darrell.Coleman@opm.gov>; Thornton, Cathryn <Cathryn.Thornton@opm.gov>; Butler, Monica <Monica.Butler@opm.gov>; 'Andrea L. Grossman' [Ex. 6 - Personal Privacy] <Andrea.L.Grossman@opm.gov> [Ex. 6 - Personal Privacy]
Cc: Hart, Debbi <Hart.Debbi@epa.gov>; Parker, Gary <parker.gary@epa.gov>; Schulman, Marvin <Schulman.Marvin@epa.gov>; McNeal, Detha <McNeal.Detha@epa.gov>; Kuhns, Jason <Kuhns.Jason@epa.gov>
Subject: Update for EPA's VERA/VSIP business case and targeted positions Email 1 of 2

OPM and OMB,

EPA's Region 9's office had to revise their information to remove [redacted] position. The documents attached should replace documents #4 and #6 that were sent on 6/16/17.

Thanks.

Loretta L. Hunt
Branch Chief
Policy and Accountability Branch
Policy, Planning and Training Division
Office of Human Resources
U.S. EPA
Phone: (202) 564-6963
Email: hunt.loretta@epa.gov

Message

From: Vizian, Donna [Vizian.Donna@epa.gov]
Sent: 7/19/2017 3:37:47 AM
To: Hunt, Loretta [Hunt.Loretta@epa.gov]
CC: Hart, Debbi [Hart.Debbi@epa.gov]; Carpenter, Wesley [Carpenter.Wesley@epa.gov]; Gray, Linda [gray.linda@epa.gov]
Subject: Re: Draft V/V Reminder Mass Mailer for Mike Flynn

Thank you

On Jul 18, 2017, at 6:14 PM, Hunt, Loretta <Hunt.Loretta@epa.gov> wrote:

Draft language below.

Dear Colleagues,

Ex. 5 - Deliberative Process

Thank you again for your support.

Mike Flynn
Acting Deputy Administrator

Loretta L. Hunt

Branch Chief
Policy and Accountability Branch
Policy, Planning and Training Division
Office of Human Resources
U.S. EPA
Phone: (202) 564-6963
Email: hunt.loretta@epa.gov

From: Westenberger, Andrea
Location: Ex. 6 - Personal Privacy
Importance: Normal
Subject: VERA/VSIP meeting w/ OARM, ARAs, and HROs
Start Date/Time: Tue 5/9/2017 4:00:00 PM
End Date/Time: Tue 5/9/2017 4:30:00 PM
EPA Workforce Reshaping Information

VERA/VSIP meeting w/ OARM, ARAs, and HROs

Tuesday, 5/9, 9:00 am – 9:30 PT

Ex. 6 - Personal Privacy

Note: To reduce costs, please call the 1-866 number in groups as we are charged per line/per minute.

Logistics Note

The ARAs have a conf. call with OCFO from 8:30 – 9:00 PT. Once the meeting with OCFO concludes, we will move on to the VERA/VSIP meeting. Please join at 9:00, but be aware that the OCFO topics might run over a few min into the OARM call.

Invitees

OARM, ARAs, and HROs, (Deputy ARAs are invited but optional)

Purpose

- A. 5 min: Grants Review – quick preview from Denise Polk and Kerry Neal (OARM-OGD).
- B. 25 min: Discuss VERA/VSIP process questions as a group.

Discussion questions

If you have more questions, please send to Andrea Westenberger

1. Flexibility to offer only VERA or only VSIP, or none?
2. Leveling across regions – will this be done by OARM/OPM or will the specifics of the V/V packages developed by the regions be held in place as they will be submitted? Example: one region offers V/V to a specific organization/series/grade/position but another region offers V/V more broadly to a series across the region.
3. Related to #3: unlocking the spreadsheet and adding additional information (but not changing what OARM originally provided). Propose including:
 - o Layers of regional organizations: Top Tier (office/division), Second Tier (Branch/Section), Third Tier (Unit)
 - o Adding additional rows for various degrees of broad versus targeted/narrow offers.
 - o Sub-totals
 - o Where to include Safe Positions?
4. Safe positions – seeking more clarification regarding what level of information is needed in the V/V packages. Is there more guidance from OPM?

Reference

Donna Vizian's 4/17/17 EPA Workforce Reshaping email (attached)

OARM VERA/VSIP Discussion Take-away

OROM

Division	Series	Grade	#	Outcome
FACMD	0905	14	Ex. 5 - Deliberative Process	
FACMD RAPD	0343	12 13		
FACMD AOSD	0343	14 15		
AOSD RAPD	0301	9 13		
IO	1001	15		

OAM

Series	Grade	#	Outcome
0301 (Program Specialist and Staff Assistant)	9 /12	Ex. 5 - Deliberative Process	
0306 (FOIA Specialists)	12		
0318 (Secretary)	9		
0326 (Office Automation Assistant)	7		
0341 Administrative Officer)	12		
0343 (Management Analyst)	14		
0343 (Program Analyst)	13/14		
Accountant	13/14		
Auditor	12/13/14/15		
2210	13/14/15		

		Ex. 5 - Deliberative Process
1102 (Procurement Analyst)	13/14/15	
Procurement Technician	7	

OGD

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-
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Ex. 5 - Deliberative Process

Series	Grade	#	Outcome
1109	12 14 14 15	Ex. 5 - Deliberative Process	
1712 (Training)	13		
Administrative Assistants: 0301	12 8		
0343	15		

OHR

: Ex. 5 - Deliberative Process

Series	Grade	#	Outcome
0343 (Management and Program Analysts)	14	Ex. 5 - Deliberative Process	
	15		
2210	13		
	14		
	15		
0303	06		
0326	04		
0301	13		
	14		
	15		

OA

: Ex. 5 - Deliberative Process

Series	Grade	#	Outcome
0342 – Support Services Specialist	12	Ex. 5 - Deliberative Process	
	13		
	14		
0343	12		
	13		
	14		
	15		

RTP

Series	Grade	#	Outcome
0801 – General Engineer	14	Ex. 5 - Deliberative Process	
0201	12		

Cincinnati

Series	Grade	#	Outcome
0343 (Records Management Position)	13	Ex. 5 - Deliberative Process	
0318	9		
1654 (Printing)	13		

OALJ

Ex. 5 - Deliberative Process

EAB

Ex. 5 - Deliberative Process

Message

From: Gray, Linda [gray.linda@epa.gov]
Sent: 5/3/2017 9:06:20 PM
To: Hunt, Loretta [Hunt.Loretta@epa.gov]
CC: Hart, Debbi [Hart.Debbi@epa.gov]; Carpenter, Wesley [Carpenter.Wesley@epa.gov]
Subject: Fwd: New VERA and VSIP Streamlined Templates are Available
Attachments: VERA request template FINAL.pdf; ATT00001.htm; VSIP request template FINAL.pdf; ATT00002.htm; Top 10 FAQs - VERA and VSIP.pdf; ATT00003.htm

Sent from my iPhone

Begin forwarded message:

From: "Reinhold, Mark D" <Mark.Reinhold@opm.gov>
Date: May 3, 2017 at 4:39:14 PM EDT
To: "Bailey, Angela" <Angela.Bailey@hq.dhs.gov>, "Barber, Vicki" <vbarber@ftc.gov>, "Benjamin, Nathaniel H." <[REDACTED] Ex. 6 - Personal Privacy [REDACTED]>, "Blair, Anita" <Anita.Blair@treasury.gov>, "Blanks, Julie A." <Julie.a.blanks.civ@mail.mil>, "Brooks, Towanda" <towanda.a.brooks@hud.gov>, "Chacon, Arnold" <ChaconAA@state.gov>, "Cohen, Miriam" <Miriam.Cohen@nrc.gov>, "Cuffee-Graves, Cassandra" <cassandra.cuffee-graves@ed.gov>, "Gibbs, Bob" <Robert.Gibbs@hq.doe.gov>, "Harris, Toni" <Antonia.harris@gsa.gov>, "Hernandez, Elias" <Elias.Hernandez@sba.gov>, "Hopkins, Nathaniel D." <Nathaniel.Hopkins@opm.gov>, "Jeanquart, Bobbi" <bobbi.jeanquart@dm.usda.gov>, Keith Washington <keith.washington@dot.gov>, "Kircher, Deborah" <Deborah.kircher@dni.gov>, "Leo, Lauren" <IMCEAEX-O=NT5 ou=64152088f2ad234397bb172dd723f6fe cn=845ced6328eb2f47be2a5a47e14af6e4@opm.gov>, "Lewis, Kim (USAid)" <klewis@usaid.gov>, "Lussier, Philippe" <lussierPA@state.gov>, "Mahoney, Kevin" <kmahoney@doc.gov>, "Major, Christine" <Christine.Major@hhs.gov>, "Mitchell, Pam" <Pamela.Mitchell3@va.gov>, Pletcher Mary <mary_pletcher@ios.doi.gov>, "Reinhold, Mark D" <Mark.Reinhold@opm.gov>, "Robinson, Deborah M." <Deborah.Robinson@opm.gov>, "Rose, Sydney" <rose.sydney.t@dol.gov>, "Santangelo, Mari Barr" <mari.santangelo@usdoj.gov>, "Snyder, Richard J." <Richard.Snyder@opm.gov>, "Spooner, Sarah W." <[REDACTED] Ex. 6 - Personal Privacy [REDACTED]>, "Tornow, Joanne" <jtornow@nsf.gov>, "Trujillo, Cecilia" <[REDACTED] Ex. 6 - Personal Privacy [REDACTED]>, "Villalobos, Veronica" <Veronica.Villalobos@opm.gov>, "Vizian, Donna" <Vizian.Donna@epa.gov>, "Wells, Reginald" <reginald.wells@ssa.gov>, "Wright, Lauren" <[REDACTED] Ex. 6 - Personal Privacy [REDACTED]>, "Bedregal, Sierra L." <[REDACTED] Ex. 6 - Personal Privacy [REDACTED]>, "Benjamin, Nathaniel H." <[REDACTED] Ex. 6 - Personal Privacy [REDACTED]>, "Blanks, Julie A." <Julie.a.blanks.civ@mail.mil>, "Bright, Andrea J" <Andrea.Bright@opm.gov>, "Campbell, Dianne" <diacampb@nsf.gov>, "Constantine, Peter J." <Peter.j.constantine@hud.gov>, "Davis, Thomas" <thdavis@usaid.gov>, "Duncan, Natalie" <Natalie.Duncan@sba.gov>, "Edwards, Roland" <Roland.Edwards@hq.dhs.gov>, "Garrett, Ronna L." <ronna.l.garrett.civ@mail.mil>, "Gill, Valerie" <Valerie.Gill@hhs.gov>, "Golder, Jennifer" <Jennifer.Golder@nrc.gov>, "Gray, Linda" <gray.linda@epa.gov>, "Green, Bianca" <Bianca.Green@ed.gov>, "Hinton, Veronica" <Veronica.Hinton@treasury.gov>, "Hopkins, Nathaniel D." <Nathaniel.Hopkins@opm.gov>, "Hudson, Jody" <jody.Hudson@nrc.gov>, "Kelly, Karlease" <Karlease.Kelly@dm.usda.gov>, "Lamary, Mary" <mary.lamary@usdoj.gov>, "Leydon, Karen" <kleydon@cftc.gov>, "Limon, Raymond" <Raymond.limon@ios.doi.gov>, "Lussier, Philippe" <lussierPA@state.gov>, "Mackey, Tonya" <Tonya.Mackey@hq.doe.gov>, "Maenle, Nathan" <Nathan.Maenle@va.gov>, "McGee, Sherri" <sherri.mcgee@nasa.gov>, "Mitchell, Pam" <Pamela.Mitchell3@va.gov>, "Robinson, Deborah M." <Deborah.Robinson@opm.gov>, "Sasajima, Kim" <sasajima.kim.s@dol.gov>, "Sheaffer, Heidi" <heidi.sheaffer@gsa.gov>, "Smith, Tyra Dent" <tdsmith@doc.gov>, "Snyder, Richard J." <Richard.Snyder@opm.gov>, "Van Sloun, Sherry" <sherrvz@dni.gov>, "Villalobos, Veronica"

<Veronica.Villalobos@opm.gov>, "Waddell, Tina" <Tina.Waddell@ssa.gov>, "Wiggins, Marsha"
<Marsha.Wiggins@dm.usda.gov>, "Williams, Lisa" <lisa.williams@dot.gov>, "Saphos, Sara"
<Catherine.Saphos@opm.gov>

Subject: New VERA and VSIP Streamlined Templates are Available

Colleagues – I am pleased to announce the availability of OPM’s new streamlined template forms that agencies may use to request Voluntary Early Retirement Authority (VERA) and/or Voluntary Separation Incentive Payment (VSIP) authority. These new forms are designed to simplify and streamline the collection of information OPM is required to consider when evaluating an agency’s request for VERA and/or VSIP. While the simplified templates can’t replace the need for thorough agency-level strategic workforce planning to identify the positions/skills/functions that need to be reduced or eliminated to achieve a future desired state/workforce plan, we believe the new templates will make things much easier once you have decided that a VERA and/or VSIP is the right human capital tool for the job.

Also attached is a “Top 10 Frequently Asked Questions” document that covers some of the more commonly asked questions about VERA and VSIP.

The OPM team stands ready to expedite VERA/VSIP requests, as well as to provide technical assistance and services in support of your workforce reshaping needs.

Best -

Mark

Mark Reinhold
Associate Director, Employee Services
and Chief Human Capital Officer
mark.reinhold@opm.gov

To schedule a meeting, please contact Redmond Merrell on (202) 606-2520.

Message

From: Vizian, Donna [Vizian.Donna@epa.gov]
Sent: 7/10/2017 1:05:52 PM
To: Gray, Linda [gray.linda@epa.gov]
CC: Cooper, Marian [Cooper.Marian@epa.gov]; Carpenter, Wesley [Carpenter.Wesley@epa.gov]; Showman, John [Showman.John@epa.gov]
Subject: RE: Workforce Planning presentation at Planning and Budget forum July 19

Thanks. It should be a few page summary, not the guidance documents.

From: Gray, Linda
Sent: Monday, July 10, 2017 8:59 AM
To: Vizian, Donna <Vizian.Donna@epa.gov>
Cc: Cooper, Marian <Cooper.Marian@epa.gov>; Carpenter, Wesley <Carpenter.Wesley@epa.gov>; Showman, John <Showman.John@epa.gov>
Subject: RE: Workforce Planning presentation at Planning and Budget forum July 19

We discussed last week. We are pulling out some of the documents we used for the transition guidance. As soon as Loretta gets in, I will follow up with you.

Linda R. Gray
Director, Office of Human Resources
Office of Administration and Resources Management
Environmental Protection Agency
(202) 564-4606 phone
(202) 564-4613 fax

From: Vizian, Donna
Sent: Monday, July 10, 2017 8:07 AM
To: Gray, Linda <gray.linda@epa.gov>; Carpenter, Wesley <Carpenter.Wesley@epa.gov>; Showman, John <Showman.John@epa.gov>
Cc: Cooper, Marian <Cooper.Marian@epa.gov>
Subject: Re: Workforce Planning presentation at Planning and Budget forum July 19

Hi. Checking to see when I will see a draft. It is due to OCFO Wednesday.

On Jul 5, 2017, at 11:43 AM, Vizian, Donna <Vizian.Donna@epa.gov> wrote:

Would it be helpful if we talked later or tomorrow? I can talk on my drive north.

From: Vizian, Donna
Sent: Wednesday, July 05, 2017 10:56 AM
To: Gray, Linda <gray.linda@epa.gov>; Hart, Debbi <Hart.Debbi@epa.gov>; Carpenter, Wesley <Carpenter.Wesley@epa.gov>; Hitchens, Lynnann <hitchens.lynnann@epa.gov>
Subject: FW: Workforce Planning presentation at Planning and Budget forum July 19

Hi – Please see below. I am thinking for the Planning forum, I need something that explains the tools we have. Linda, I believe you looked into some of this with Loretta. In addition to V/V., I'm thinking transfer of function and discontinued service retirement.

Lynnann, do you think it would be helpful to release the plan?

From: Terris, Carol
Sent: Friday, June 30, 2017 7:01 PM
To: Vizian, Donna <Vizian.Donna@epa.gov>
Cc: Showman, John <Showman.John@epa.gov>
Subject: Workforce Planning presentation at Planning and Budget forum July 19

Hi Donna,

I know you're away on vacation – hope it's lovely!

In case you glance at email, or when you're 'reading in' before return-- we are working on the agenda for the 7/19 Planning and Budget Forum, as part of the broader 3-day SLC meeting. In the morning from 9 to 11 we're planning four presentations that will help set the stage for afternoon discussions. The presentations will be on the following: Strategic Plan Framework, Reform Plans, Workforce Plan, and Budget Overview and FY 2019 Planning Assumptions.

We currently have 20 minutes set aside for a presentation on the Workforce Plan, and OARM as the presenter. We've heard you have some nice materials developed and wanted to confirm with you that you could present during this time. OCFO will provide materials to attendees on 7/12, so we would need a copy of your presentation by then.

Happy to discuss / clarifications or concerns.

Thank you!

PS - new topic – V and V tables updating going well, we have more than half in hand already

Message

From: Hart, Debbi [Hart.Debbi@epa.gov]
Sent: 7/7/2017 6:09:19 PM
To: Grossman, Andrea L. EOP/OMB **Ex. 6 - Personal Privacy** Snowden, Gregory A [Gregory.Snowden@opm.gov]; Mahoney, Michael J [Mike.Mahoney@opm.gov]; Coleman, Darrell E [Darrell.Coleman@opm.gov]; Thornton, Cathryn [Cathryn.Thornton@opm.gov]; Butler, Monica [Monica.Butler@opm.gov]
CC: Vizian, Donna [Vizian.Donna@epa.gov]; Showman, John [Showman.John@epa.gov]; Gray, Linda [gray.linda@epa.gov]; Carpenter, Wesley [Carpenter.Wesley@epa.gov]; Parker, Gary [parker.gary@epa.gov]; Hunt, Loretta [Hunt.Loretta@epa.gov]; Hickey, Mike J. EOP/OMB **Ex. 6 - Personal Privacy** Remmers, Janet [Remmers.Janet@epa.gov]; Terris, Carol [Terris.Carol@epa.gov]
Subject: RE: EPA Final VERA/VSIP Request--email 3 of 3
Attachments: Questions from OMB Updated High Level EPA Response July2017.docx
Importance: High

Andrea-

Thanks very much. I understand that Janet connected with you to clarify some of the budget information. Attached is our response to your remaining questions from 6/29. Please let me know if you'd like to discuss. Debbi

Debbi Hart
Director
Policy, Planning & Training Division
OHR, OARM
USEPA
202.564.2011
hart.debbi@epa.gov

From: Grossman, Andrea L. EOP/OMB **Ex. 6 - Personal Privacy**
Sent: Friday, July 07, 2017 12:19 PM
To: Hart, Debbi <Hart.Debbi@epa.gov>; Snowden, Gregory A <Gregory.Snowden@opm.gov>; Mahoney, Michael J <Mike.Mahoney@opm.gov>; Coleman, Darrell E <Darrell.Coleman@opm.gov>; Thornton, Cathryn <Cathryn.Thornton@opm.gov>; Butler, Monica <Monica.Butler@opm.gov>
Cc: Vizian, Donna <Vizian.Donna@epa.gov>; Showman, John <Showman.John@epa.gov>; Gray, Linda <gray.linda@epa.gov>; Carpenter, Wesley <Carpenter.Wesley@epa.gov>; Parker, Gary <parker.gary@epa.gov>; Hunt, Loretta <Hunt.Loretta@epa.gov>; Hickey, Mike J. EOP/OMB **Ex. 6 - Personal Privacy**
Subject: RE: EPA Final VERA/VSIP Request--email 3 of 3

Debbi,

Thank you for this response. I'm attaching an updated list of outstanding data/consistency issues.

I'm not sure all of the offices understood our question about accounting for payroll for all positions classified as "restructure". As you'll see, this issue represents the vast majority of our outstanding issues. Even if a position will be filled internally, those payroll costs need to be accounted for in Table B. Many of the "Table B"s in the business case account for savings for the max number of offers, but do not include any costs for positions listed as "restructure", which indicates that those positions are actually being eliminated. Please see attached for the complete list of places this occurs.

I'm happy to chat through this if needed. I don't think this will take a long time to incorporate, as it should just be updating the math in the tables and ensuring everything is accounted for in the agency roll-up total (and it is likely easier to do centrally rather than farming it back out to all the offices).

Do you also have a written response you can provide for the other two non-data questions I sent over on 6/29?

Thank you,

Andrea Grossman
Program Examiner, OMB Environment Branch
202-395-4756

From: Hart, Debbi [mailto:Hart.Debbi@epa.gov]
Sent: Friday, July 7, 2017 8:57 AM
To: Snowden, Gregory A <Gregory.Snowden@opm.gov>; Mahoney, Michael J <Mike.Mahoney@opm.gov>; Coleman, Darrell E <Darrell.Coleman@opm.gov>; Thornton, Cathryn <Cathryn.Thornton@opm.gov>; Butler, Monica <Monica.Butler@opm.gov>; Mulligan, James S. EOP/OMB [Ex. 6 - Personal Privacy] Grossman, Andrea L. EOP/OMB [Ex. 6 - Personal Privacy]
Cc: Vizian, Donna <Vizian.Donna@epa.gov>; Showman, John <Showman.John@epa.gov>; Gray, Linda <gray.linda@epa.gov>; Carpenter, Wesley <Carpenter.Wesley@epa.gov>; Parker, Gary <parker.gary@epa.gov>; Hunt, Loretta <Hunt.Loretta@epa.gov>
Subject: EPA Final VERA/VSIP Request--email 3 of 3

EPA's final targeted positions chart. I will contact you to ensure receipt of all three pieces. Debbi

From: Hart, Debbi
Sent: Friday, July 07, 2017 8:54 AM
To: 'Snowden, Gregory A' <Gregory.Snowden@opm.gov>; 'Mahoney, Michael J' <Mike.Mahoney@opm.gov>; 'Coleman, Darrell E' <Darrell.Coleman@opm.gov>; 'Thornton, Cathryn' <Cathryn.Thornton@opm.gov>; 'Butler, Monica' <Monica.Butler@opm.gov>; 'Mulligan, James S. EOP/OMB' [Ex. 6 - Personal Privacy] 'Grossman, Andrea L. EOP/OMB' [Ex. 6 - Personal Privacy]
Cc: Vizian, Donna <Vizian.Donna@epa.gov>; Showman, John <Showman.John@epa.gov>; Gray, Linda <gray.linda@epa.gov>; Carpenter, Wesley <Carpenter.Wesley@epa.gov>; Parker, Gary <parker.gary@epa.gov>; Loretta Hunt <Hunt.Loretta@epa.gov>
Subject: EPA Final VERA/VSIP Request--email 2 of 3

EPA's final business case (attached). DH

From: Hart, Debbi
Sent: Friday, July 07, 2017 8:52 AM
To: Snowden, Gregory A <Gregory.Snowden@opm.gov>; Mahoney, Michael J <Mike.Mahoney@opm.gov>; Coleman, Darrell E <Darrell.Coleman@opm.gov>; Thornton, Cathryn <Cathryn.Thornton@opm.gov>; Butler, Monica <Monica.Butler@opm.gov>; Mulligan, James S. EOP/OMB [Ex. 6 - Personal Privacy] 'Grossman, Andrea L. EOP/OMB' [Ex. 6 - Personal Privacy]
Cc: Vizian, Donna <Vizian.Donna@epa.gov>; Showman, John <Showman.John@epa.gov>; Gray, Linda <gray.linda@epa.gov>; Carpenter, Wesley <Carpenter.Wesley@epa.gov>; Parker, Gary <parker.gary@epa.gov>; Loretta Hunt <Hunt.Loretta@epa.gov>
Subject: EPA Final VERA/VSIP Request--email 1 of 3
Importance: High

Greetings All-

Thank you for your assistance with this effort. As for our informal request, we are submitting our final package in three pieces. Attached is our signed VERA/VSIP template request. This will be followed by our final business case and targeted positions table. Please let us know if there are any questions. Thanks again-- Debbi

Debbi Hart
Director
Policy, Planning & Training Division
OHR, OARM
USEPA
202.564.2011
hart.debbi@epa.gov

Message

From: Taylor, Jeremy [Taylor.Jeremy@epa.gov]
Sent: 7/7/2017 2:08:23 PM
To: Hunt, Loretta [Hunt.Loretta@epa.gov]
CC: Hart, Debbi [Hart.Debbi@epa.gov]; Coomber, Robert [coomber.robert@epa.gov]; Corbett, Krysti [Corbett.Krysti@epa.gov]; Engebretson, Lizabeth [Engebretson.Lizabeth@epa.gov]; Bonner, Jerome [Bonner.Jerome@epa.gov]; Helm, Arron [Helm.Arron@epa.gov]; Peabody, Hitch [Peabody.Hitch@epa.gov]; Carpenter, Wesley [Carpenter.Wesley@epa.gov]; Gray, Linda [gray.linda@epa.gov]; Parker, Gary [parker.gary@epa.gov]
Subject: RE: EPA Final VERA/VSIP Request--email 1 of 3

Thanks!

Jeremy A. Taylor
OARM-RTP-HRMD
Director
919-541-0537



CONFIDENTIALITY: This communication may contain privileged or other confidential information. If you are not the intended addressee, or believe you have received this communication in error, you may neither copy, disseminate, nor distribute it to anyone else or use it in any unauthorized manner; to do so is strictly prohibited and may be unlawful. If you receive this email by mistake, please advise the sender immediately by using the reply facility in your mail software and delete it from your computer. "Information in this message may be subject to the Privacy Act (5 USC 552a) and should be treated accordingly."

From: Hunt, Loretta
Sent: Friday, July 07, 2017 10:07 AM
To: Taylor, Jeremy <Taylor.Jeremy@epa.gov>
Cc: Hart, Debbi <Hart.Debbi@epa.gov>; Coomber, Robert <coomber.robert@epa.gov>; Corbett, Krysti <Corbett.Krysti@epa.gov>; Engebretson, Lizabeth <Engebretson.Lizabeth@epa.gov>; Bonner, Jerome <Bonner.Jerome@epa.gov>; Helm, Arron <Helm.Arron@epa.gov>; Peabody, Hitch <Peabody.Hitch@epa.gov>; Carpenter, Wesley <Carpenter.Wesley@epa.gov>; Gray, Linda <gray.linda@epa.gov>; Parker, Gary <parker.gary@epa.gov>
Subject: Re: EPA Final VERA/VSIP Request--email 1 of 3

Jeremy, no positions changed.

Sent from my iPhone

On Jul 7, 2017, at 9:59 AM, Taylor, Jeremy <Taylor.Jeremy@epa.gov> wrote:

Hi Debbi,

Are the tweaks to the targeted position chart such that it changes what the positions are in any way or just cosmetic? We have been working to break that information down so that we can sort when people apply so any additional information would be appreciated rather than us sifting through.

Thanks!

Jeremy A. Taylor
OARM-RTP-HRMD
Director
919-541-0537

<image001.png>

CONFIDENTIALITY: This communication may contain privileged or other confidential information. If you are not the intended addressee, or believe you have received this communication in error, you may neither copy, disseminate, nor distribute it to anyone else or use it in any unauthorized manner; to do so is strictly prohibited and may be unlawful. If you receive this email by mistake, please advise the sender immediately by using the reply facility in your mail software and delete it from your computer. "Information in this message may be subject to the Privacy Act (5 USC 552a) and should be treated accordingly."

From: Hart, Debbi
Sent: Friday, July 07, 2017 9:11 AM
To: Coomber, Robert <coomber.robert@epa.gov>; Corbett, Krysti <Corbett.Krysti@epa.gov>; Engebretson, Lizabeth <Engebretson.Lizabeth@epa.gov>; Bonner, Jerome <Bonner.Jerome@epa.gov>; Taylor, Jeremy <Taylor.Jeremy@epa.gov>; Helm, Arron <Helm.Arron@epa.gov>; Peabody, Hitch <Peabody.Hitch@epa.gov>
Cc: Carpenter, Wesley <Carpenter.Wesley@epa.gov>; Gray, Linda <gray.linda@epa.gov>; Hunt, Loretta <Hunt.Loretta@epa.gov>; Parker, Gary <parker.gary@epa.gov>
Subject: FW: EPA Final VERA/VSIP Request--email 1 of 3
Importance: High

All—

As submitted in final to OPM/OMB (we had to break it into three pieces so that OPM will receive it.) Arron please note that Loretta made minor tweaks to targeted positions chart so the attached version is slightly different than the one I sent yesterday. I will let you know what I hear from OPM and OMB--fingers crossed for quick final approval! Let me know if there are questions. Thank you! Debbi

From: Hart, Debbi
Sent: Friday, July 07, 2017 8:52 AM
To: Snowden, Gregory A <Gregory.Snowden@opm.gov>; Mahoney, Michael J <Mike.Mahoney@opm.gov>; Coleman, Darrell E <Darrell.Coleman@opm.gov>; Thornton, Cathryn <Cathryn.Thornton@opm.gov>; Butler, Monica <Monica.Butler@opm.gov>; Mulligan, James S. EOP/OMB
Ex. 6 - Personal Privacy Grossman, Andrea L. EOP/OMB'
Ex. 6 - Personal Privacy
Cc: Vizian, Donna <Vizian.Donna@epa.gov>; Showman, John <Showman.John@epa.gov>; Gray, Linda <gray.linda@epa.gov>; Carpenter, Wesley <Carpenter.Wesley@epa.gov>; Parker, Gary <parker.gary@epa.gov>; Loretta Hunt <Hunt.Loretta@epa.gov>
Subject: EPA Final VERA/VSIP Request--email 1 of 3
Importance: High

Greetings All-

Thank you for your assistance with this effort. As for our informal request, we are submitting our final package in three pieces. Attached is our signed VERA/VSIP template request. This will be followed by our

final business case and targeted positions table. Please let us know if there are any questions. Thanks again-- Debbi

Debbi Hart
Director
Policy, Planning & Training Division
OHR, OARM
USEPA
202.564.2011
hart.debbi@epa.gov

Office of Human Resources

Weekly Report

Week of July 10, 2017

Upcoming Hot Issues

DRES D

- **Workers' Comp Training** - OHR DRES D will provide workers' compensation training to employees in the Center for Radiation Preparedness and Response/National Center for Radiation Field Operations as requested by their Director on Tuesday, July 11.
- **Administrator's Meet and Greet for EPA Summer Interns** – The EPA Administrator Meet and Greet has been set for July 25, time to be determined.

ER D

- EPA's full Executive Resources Board meets this Thursday for the first time this year. Briefings will include updates on CDP program, implementation of the Executive Order on Strengthening the SES, status of SES appraisal system recertification, and update on Pay for Performance Subcommittee cycle of meetings.

PMS

- On 7-19-17, an Occupant Emergency Planning Meeting with OHR Primary & Alternate-1 Contacts will be held to discuss OHR's recent 2017 FMFIA assurance letter reporting and planned activities for improving our COOP/OEP program. The planned activities will help to ensure OHR personnel receive continuous training, ongoing communications and execute personnel accountability exercises. OHR management attendance for this meeting is optional.
- On 7-6-17, DRES D's records management onsite visit occurred with their point of contact to review their existing records and discuss overall planned processes for managing OHR hard and softcopy records. Remaining onsite visits to be completed next week are: ITD, IO and ER D.

PPTD

- The Training Branch is working with DOI-IBC to further the Learning Management System project. The expected launch date is March 2018.

Upcoming Public Events

PPTD

- Training Branch staff members will be attending the Skillsoft Users Forum on July 12, 2017, to learn about new features used for the platform.

Upcoming Major Decisions

- None.

Past Week Accomplishments

DRESD

- **Pathways Program** - DRESD completed the Executive Resources Board certification for Presidential Management Fellow Latonia Strickland to be converted to permanent status in the Office of Water.
- **MSI Program** – On June 29, DRESD staff conducted the quarterly Minority Serving Institutions Coordinators conference call. The MSI Coordinators were reminded to collect and submit their organizations MSI activities by July 14. The Program Manager in DRESD will prepare the agency's quarterly report, which will be issued to the Acting Deputy Administrator for his information.

ERD

- Interviews were held for next Acting Director, who will start a 120-day detail in August.
- Onboarded three new political appointees.

PMS

- PMS, along with assistance from Nicole Williams (ITD), have completed adding the OHR Property Custody Card, PMS presentations and PMS SOPs to the Office of Human Resources' SharePoint site.

PPTD

- The EPA's VERA/VSIP plan was approved by OMB and OPM on July 10, 2017.
- The Workforce Planning Tool SharePoint site was updated. It now has a homepage, definitions, a place for FAQs, and a place for users to submit questions. Once operational, the Workforce Planning Branch will test the tool with a few program/regional offices.
- The Workforce Planning Branch updated the agency's action plan for Closing Skill Gaps to reflect the automation of the WFP tool and plans to submit its next quarterly report on Friday, July 14, 2017.

- **Claire Milam and Sharon Ridings completed the requirements for the Federal Coaching training program and will attend graduation on August 3, 2017, at OPM. Both staff members continue to offer executive coaching as an extended service to employees. A new community of practice is being developed to extend coaching as a learning option across EPA.**

Message

From: Carpenter, Wesley [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=D84F6AA679F24F03990D7C6EB5CA0CAA-WCARPENT]
Sent: 7/12/2017 4:23:13 PM
To: Brown, Wendy [brown.wendy@epa.gov]
CC: Gray, Linda [gray.linda@epa.gov]
Subject: RE: OHR Weekly Report- Week of July 10th.docx

Wendy:

I have reviewed and provided my comments below for OHR's input for the OARM Weekly Report to the Administrator. Please let me know if you have any questions; otherwise, submit to Matt and Marian. Thanks.

Wes

From: Brown, Wendy
Sent: Wednesday, July 12, 2017 12:01 PM
To: Carpenter, Wesley <Carpenter.Wesley@epa.gov>
Cc: Gray, Linda <gray.linda@epa.gov>
Subject: OHR Weekly Report- Week of July 10th.docx

Wes,

The weekly report is attached. I recommend we forward the following for the OARM weekly.

Upcoming Hot Issues:

- **Workers' Compensation Training** - OHR will provide workers' compensation training to employees in the Center for Radiation Preparedness and Response/National Center for Radiation Field Operations as requested by its director.
- **Executive Resources Board** - EPA's full Executive Resources Board meets this Thursday for the first time this year. Briefings will include updates on the CDP program, implementation of the Executive Order on Strengthening the SES, status of SES appraisal system recertification, and update on Pay for Performance Subcommittee cycle of meetings.

Past Week Accomplishments:

- **2017 VERA/VSIP Request Approved by OMB and OPM** - The EPA's VERA/VSIP plan was approved by OMB and OPM on July 10, 2017.

Wendy C. Brown

Special Assistant to the Immediate Office
Office of Human Resources
U.S. Environmental Protection Agency
WJC North-5340-L
202-564-0909 office
202-809-6385 mobile
Brown.Wendy@epa.gov

+

Message

From: Carpenter, Wesley [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=D84F6AA679F24F03990D7C6EB5CA0CAA-WCARPENT]
Sent: 5/23/2017 4:37:51 PM
To: Corbett, Krysti [Corbett.Krysti@epa.gov]
CC: Foster, Simona [foster.simona@epa.gov]
Subject: RE: CMS Correspondence
Attachments: 5-16-2017 - Diane Lynne - VERA-VSIPv2.docx

Krysti:

Thanks for the reminder. I have reviewed and attached my comments on the draft letter using the Microsoft Word Track Change feature. Please make the changes to the letter and respond back to Diane. Please be sure to work with Simona, so the controlled action gets closed out in CMS. Thanks.

Wes

From: Corbett, Krysti
Sent: Tuesday, May 23, 2017 11:47 AM
To: Carpenter, Wesley <Carpenter.Wesley@epa.gov>
Subject: FW: CMS Correspondence

Hey Wes,

Just checking in on this – if we are going to get it out by Friday, I'd like to put the package together today for routing.

THANKS!

Krysti Corbett
Director
Labor and Employee Relations Division
Desk Phone: (202) 564-6295
Mobile: Ex. 6 - Personal Privacy
corbett.krysti@epa.gov

From: Corbett, Krysti
Sent: Wednesday, May 17, 2017 8:58 AM
To: Gray, Linda <gray.linda@epa.gov>; Carpenter, Wesley <Carpenter.Wesley@epa.gov>
Subject: CMS Correspondence

Good Morning –

This controlled correspondence is due on 5/26. It's related to Diane Lynne's email to the Administrator on VERA/VSIP. Typically this type of correspondence is reviewed by the 3rd floor prior to me sending it out. Do you want to review the draft prior to me routing it for approval? (see attached)

If not, I'll have Jannette create a package and send it forward. Thanks!

Krysti Corbett
Director

Labor and Employee Relations Division
Office of Human Resources
U.S. Environmental Protection Agency
1200 Pennsylvania Avenue, N.W.
WJC North 6317A
Washington DC 20460
Mail Code 3602A
Desk Phone: (202) 564-6295
Mobile: Ex. 6 - Personal Privacy
corbett.krysti@epa.gov

Message

From: Carpenter, Wesley [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=D84F6AA679F24F03990D7C6EB5CA0CAA-WCARPENT]
Sent: 7/17/2017 5:13:21 PM
To: Hardy, Michael [Hardy.Michael@epa.gov]
CC: Gray, Linda [gray.linda@epa.gov]; Hitchens, Lynnann [hitchens.lynnann@epa.gov]
Subject: RE: ARA-OARM Call, 7/18 - request for additional agenda topics

Thanks, Michael.

Wes

From: Hardy, Michael
Sent: Monday, July 17, 2017 1:13 PM
To: Carpenter, Wesley <Carpenter.Wesley@epa.gov>
Cc: Gray, Linda <gray.linda@epa.gov>; Hitchens, Lynnann <hitchens.lynnann@epa.gov>
Subject: Re: ARA-OARM Call, 7/18 - request for additional agenda topics

Wes,

Yes, V/V has been included in the agenda.

Michael Hardy
Acting Deputy Director, Office of Resources, Operations and Management
Office of Administration and Resources Management
US EPA
1200 Pennsylvania Avenue, NW
Washington, D.C. 20460
202-564-7899 - Work
571-344-5096 - Cell

On Jul 17, 2017, at 1:11 PM, Carpenter, Wesley <Carpenter.Wesley@epa.gov> wrote:

Michael:

This is a follow-up to your request last Thursday regarding topics for the ARA call tomorrow. Linda submitted EAP (see forwarded email). I also need to know if V/V is on the agenda. Please advise and let me know if you have any questions. Thanks.

Wes

From: Gray, Linda
Sent: Thursday, July 13, 2017 3:26 PM
To: Hitchens, Lynnann <hitchens.lynnann@epa.gov>
Cc: Hardy, Michael <Hardy.Michael@epa.gov>; Carpenter, Wesley <Carpenter.Wesley@epa.gov>
Subject: RE: ARA-OARM Call, 7/18 - request for additional agenda topics

Please add EAP update

Linda R. Gray

Director, Office of Human Resources
Office of Administration and Resources Management
Environmental Protection Agency
(202) 564-4606 phone
(202) 564-4613 fax

From: Hitchens, Lynnann
Sent: Thursday, July 13, 2017 2:47 PM
To: Gray, Linda <gray.linda@epa.gov>; Carpenter, Wesley <Carpenter.Wesley@epa.gov>
Cc: Hardy, Michael <Hardy.Michael@epa.gov>
Subject: FW: ARA-OARM Call, 7/18 - request for additional agenda topics

Hi -- Michael sent out a call for topics for next week's OARM/ARA meeting – however I wanted to let you know that the ARAs also asked for V/V update and Performance Improvement Plan. Thanks!

Lynnann Hitchens
Acting Director, Office of Resources, Operations and Management
Office of Administration and Resources Management
P: 202-564-3184
M: 202-617-0738

From: Westenberger, Andrea
Sent: Thursday, July 13, 2017 2:43 PM
To: ARA <ARA@epa.gov>
Cc: Deputy ARAs <Deputy_ARAs@epa.gov>; Hardy, Michael <Hardy.Michael@epa.gov>; Hitchens, Lynnann <hitchens.lynnann@epa.gov>
Subject: ARA-OARM Call, 7/18 - request for additional agenda topics

ARAs – please send any additional OARM agenda items to me, Michael, and Lynnann by Monday morning. This is the initial set of draft topics:

- VERA/VSIP
- Performance Improvement Plan (sent by Donna on 7/12)
- EMS (discussion of scaling back reporting to only what is required)

Thanks,
Andrea

Andrea Westenberger
Lead Region Coordinator for OCFO & OARM
EPA Region 10
1200 Sixth Avenue, OMP 21-101
Seattle, WA 98101
(206) 553-6111 (office)
(206) 719-9154 (cell)
westenberger.andrea@epa.gov

Message

From: Carpenter, Wesley [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=D84F6AA679F24F03990D7C6EB5CA0CAA-WCARPENT]
Sent: 7/17/2017 5:11:15 PM
To: Hardy, Michael [Hardy.Michael@epa.gov]
CC: Gray, Linda [gray.linda@epa.gov]; Hitchens, Lynnann [hitchens.lynnann@epa.gov]
Subject: FW: ARA-OARM Call, 7/18 - request for additional agenda topics

Michael:

This is a follow-up to your request last Thursday regarding topics for the ARA call tomorrow. Linda submitted EAP (see forwarded email). I also need to know if V/V is on the agenda. Please advise and let me know if you have any questions. Thanks.

Wes

From: Gray, Linda
Sent: Thursday, July 13, 2017 3:26 PM
To: Hitchens, Lynnann <hitchens.lynnann@epa.gov>
Cc: Hardy, Michael <Hardy.Michael@epa.gov>; Carpenter, Wesley <Carpenter.Wesley@epa.gov>
Subject: RE: ARA-OARM Call, 7/18 - request for additional agenda topics

Please add EAP update

Linda R. Gray
Director, Office of Human Resources
Office of Administration and Resources Management
Environmental Protection Agency
(202) 564-4606 phone
(202) 564-4613 fax

From: Hitchens, Lynnann
Sent: Thursday, July 13, 2017 2:47 PM
To: Gray, Linda <gray.linda@epa.gov>; Carpenter, Wesley <Carpenter.Wesley@epa.gov>
Cc: Hardy, Michael <Hardy.Michael@epa.gov>
Subject: FW: ARA-OARM Call, 7/18 - request for additional agenda topics

Hi -- Michael sent out a call for topics for next week's OARM/ARA meeting -- however I wanted to let you know that the ARAs also asked for V/V update and Performance Improvement Plan. Thanks!

Lynnann Hitchens
Acting Director, Office of Resources, Operations and Management
Office of Administration and Resources Management
P: 202-564-3184
M: 202-617-0738

From: Westenberger, Andrea
Sent: Thursday, July 13, 2017 2:43 PM
To: ARA <ARA@epa.gov>
Cc: Deputy ARAs <Deputy_ARAs@epa.gov>; Hardy, Michael <Hardy.Michael@epa.gov>; Hitchens, Lynnann

[<hitchens.lynnann@epa.gov>](mailto:hitchens.lynnann@epa.gov)

Subject: ARA-OARM Call, 7/18 - request for additional agenda topics

ARAs – please send any additional OARM agenda items to me, Michael, and Lynnann by Monday morning. This is the initial set of draft topics:

- VERA/VSIP
- Performance Improvement Plan (sent by Donna on 7/12)
- EMS (discussion of scaling back reporting to only what is required)

Thanks,
Andrea

Andrea Westenberger

Lead Region Coordinator for OCFO & OARM

EPA Region 10

1200 Sixth Avenue, OMP 21-I01

Seattle, WA 98101

(206) 553-6111 (office)

(206) 719-9154 (cell)

westenberger.andrea@epa.gov

Message

From: Carpenter, Wesley [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=D84F6AA679F24F03990D7C6EB5CA0CAA-WCARPENT]
Sent: 4/10/2017 8:54:13 PM
To: Hart, Debbi [Hart.Debbi@epa.gov]; Gray, Linda [gray.linda@epa.gov]
Subject: RE: Workforce planning materials

Thanks, Debbi. Linda and I will discuss tomorrow and follow-up with you.

Wes

From: Hart, Debbi
Sent: Monday, April 10, 2017 4:51 PM
To: Gray, Linda <gray.linda@epa.gov>; Carpenter, Wesley <Carpenter.Wesley@epa.gov>
Subject: Workforce planning materials

FYI—here is the material we've put together for the Tuesday meeting covering EMC follow ups. Essentially we have V/V eligibility reports for each office, V/V checklists that identify all the pieces that need to be included in the request, guiding questions for folks to consider as they build their respective business case, a list of example justifications from past V/V efforts and a rationale for eliminating/restructuring highly graded nonsupervisory positions that may be relevant today.

We also built a new template for all offices to use for position targeting. I've also attached OPM's updated V/V guides for those that like the details! ☺ Finally, the attached PowerPoint briefing lays out the V/V basics, highlights key features/best practices we learned from the last round and provides an overview of how office-level information will be aggregated into one agency-level business case. I realize this is a lot, but maybe the group can collectively determine how to whittle it down to the most relevant items. Please let me know if you are comfortable sharing with John/Donna. Thanks. Debbi

Debbi Hart
Director
Policy, Planning & Training Division
OHR, OARM
USEPA
202.564.2011
hart.debbi@epa.gov

To: Hart, Debbi[Hart.Debbi@epa.gov]
From: Carpenter, Wesley
Sent: Thur 3/23/2017 9:04:14 PM
Subject: RE: OHR Eligibility Lists

OK.

From: Hart, Debbi
Sent: Thursday, March 23, 2017 4:57 PM
To: Carpenter, Wesley <Carpenter.Wesley@epa.gov>
Subject: FW: OHR Eligibility Lists

FYI—just got this. I think Gary knows!

From: Kuhns, Jason
Sent: Thursday, March 23, 2017 4:53 PM
To: Parker, Gary <parker.gary@epa.gov>; Hart, Debbi <Hart.Debbi@epa.gov>
Subject: RE: OHR Eligibility Lists

Here is the list for OHR. I just added a couple columns to the provided sheet.

Thanks,

Jason Kuhns

U.S. Environmental Protection Agency

Office of Human Resources

202-564-3236

kuhns.jason@epa.gov

From: Parker, Gary

Sent: Thursday, March 23, 2017 3:18 PM
To: Kuhns, Jason <Kuhns.Jason@epa.gov>
Subject: FW: OHR Eligibility Lists

Jason,

Do you know the VERA/VSIP eligibility requirements, in order to run the newly requested report?

Mr. Gary Parker

Branch Chief, Workforce Planning

USEPA/OARM/OHR

(O) 202-564-7421

(M) 202-253-7099

From: Burbach, Joseph
Sent: Thursday, March 23, 2017 3:13 PM
To: Hart, Debbi <Hart.Debbi@epa.gov>; Parker, Gary <parker.gary@epa.gov>
Cc: Gray, Linda <gray.linda@epa.gov>
Subject: FW: OHR Eligibility Lists

Debbie/Gary

I was advised that PPTD (Jason) put the attached OHR retirement eligibility spreadsheets together (or provided the data sets).

We are looking to put a profile together that would expand the attached to reflect VERA and VSIP eligibility within OHR. I have seen a couple of different versions at the EPA office level and for SESers, one that reflects simply the current VERA and VSIP eligibility status and the other that reflects date of VERA eligibility (more comprehensive).

Can you rerun or add this information to the attached to provide an expanded profile to address potential VERA and VSIP.

Thanks

Joseph Burbach

Senior Advisor

Office of Human Resources

U.S. Environmental Protection Agency

(202) 564-7783

From: Brown, Wendy
Sent: Wednesday, March 15, 2017 3:57 PM
To: Burbach, Joseph <burbach.joseph@epa.gov>
Subject: OHR Eligibility Lists

Joe,

Sorry for the delay. I hope this is what you needed. I didn't get a chance to break down some of the data.

- [REDACTED] By the end of FY17- [REDACTED] employee will be or are eligible to retire
- [REDACTED] By the end of FY18- [REDACTED] employees who will be eligible to retire

I did not get a chance to review the spreadsheet by division but a glance, PPTD could potentially lose [REDACTED] employees by the end of FY18.

By the way, I have created a Senior Advisor Folder- G:\HR\HR- ADMIN\SENIOR ADVISOR FOLDER

Anything I create for you will be housed there.

Let me know if you have any questions.

WB

Wendy C. Brown

Special Assistant to the Immediate Office

Office of Human Resources

U.S. Environmental Protection Agency

WJC North-5340-L

202-564-0909 office

202-809-6385 mobile

Brown.Wendy@epa.gov

Message

From: Carpenter, Wesley [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=D84F6AA679F24F03990D7C6EB5CA0CAA-WCARPENT]
Sent: 7/19/2017 4:52:07 PM
To: Brown, Wendy [brown.wendy@epa.gov]
CC: Gray, Linda [gray.linda@epa.gov]
Subject: RE: OHR Weekly Report-Week of July 17th.docx
Attachments: OHR Weekly Report-Week of July 17 2017.docx

Wendy:

I have updated OHR's input for the OARM weekly report to the Administrator, which is incorporated into your original draft below. Please submit to Matt and Marian today. Additionally, I have made some minor comments on the OHR weekly report, which are included in the attached file using the Microsoft Word Track Change Feature. Please let me know if you have any questions. Thanks.

Wes

From: Brown, Wendy
Sent: Tuesday, July 18, 2017 4:09 PM
To: Carpenter, Wesley <Carpenter.Wesley@epa.gov>
Cc: Gray, Linda <gray.linda@epa.gov>
Subject: OHR Weekly Report-Week of July 17th.docx

Wes,

Here are my recommendations for the OARM weekly. OHR Weekly report is attached.

Upcoming Hot Issues and Important Deadlines-

Random On-Site Drug Testing

Random on site drug testing is tentatively scheduled for Thursday, August 31, 2017. The 30 day notices have been sent to employees in Drug Testing Designated Positions. A random pool report will be completed by OARM and shared with EPA's Drug Testing Coordinators. If needed, additional on-site testing will be scheduled.

Upcoming Major Public Events-

Student Summer Interns and Volunteers Meet and Greet Event

The 2017 Student Summer Interns and Volunteers Meet and Greet Event is scheduled for Tuesday, July 25, 2017. Administrator Pruitt will be speaking to the interns and volunteers at approximately 3:00 p.m. The students will also be hearing from EPA senior leaders about the various internal agency programs.

Message

From: Carpenter, Wesley [Carpenter.Wesley@epa.gov]
Sent: 3/17/2017 1:35:14 PM
To: Gray, Linda [gray.linda@epa.gov]
Subject: Re: Policy question

OK. I didn't know. I left Debbi a voice message. I figured we would provide Donna an update by COB even if just to say we would have a response (or not) by the Monday deadline.

Sent from my iPhone

> On Mar 17, 2017, at 9:31 AM, Gray, Linda <gray.linda@epa.gov> wrote:

>
> Wes,
>
> They were already working it. She asked for a response by Monday.
>

> Sent from my iPhone
>

>> On Mar 17, 2017, at 9:29 AM, Carpenter, Wesley <Carpenter.Wesley@epa.gov> wrote:

>>
>> Donna:
>>
>> I sent an email to Debbi and Loretta. We will follow-up with you later today.
>>

>> Wes
>>

>> Sent from my iPhone
>>

>>> On Mar 17, 2017, at 8:46 AM, Vizian, Donna <Vizian.Donna@epa.gov> wrote:

>>>
>>> GM. I was reading the RIF policy last night. It states that the competing areas as defined in the policy are the smallest allowed per OPM guidance. Is this still true? Could you get me the answer by 10 on Monday? Thanks much

Message

From: Carpenter, Wesley [Carpenter.Wesley@epa.gov]
Sent: 3/17/2017 1:29:22 PM
To: Vizian, Donna [Vizian.Donna@epa.gov]
CC: Gray, Linda [gray.linda@epa.gov]; Hart, Debbi [Hart.Debbi@epa.gov]; Showman, John [Showman.John@epa.gov]
Subject: Re: Policy question

Donna:

I sent an email to Debbi and Loretta. We will follow-up with you later today.

Wes

Sent from my iPhone

> On Mar 17, 2017, at 8:46 AM, Vizian, Donna <Vizian.Donna@epa.gov> wrote:

>

> GM. I was reading the RIF policy last night. It states that the competing areas as defined in the policy are the smallest allowed per OPM guidance. Is this still true? Could you get me the answer by 10 on Monday? Thanks much

Message

From: Carpenter, Wesley [Carpenter.Wesley@epa.gov]
Sent: 3/17/2017 1:26:19 PM
To: Hart, Debbi [Hart.Debbi@epa.gov]; Hunt, Loretta [Hunt.Loretta@epa.gov]
CC: Gray, Linda [gray.linda@epa.gov]
Subject: Fwd: Policy question

Debbi/Loretta:

Please take for action. Thanks.

Wes

Sent from my iPhone

Begin forwarded message:

From: "Vizian, Donna" <Vizian.Donna@epa.gov>
Date: March 17, 2017 at 8:46:41 AM EDT
To: "Gray, Linda" <gray.linda@epa.gov>, "Hart, Debbi" <Hart.Debbi@epa.gov>, "Showman, John" <Showman.John@epa.gov>, "Carpenter, Wesley" <Carpenter.Wesley@epa.gov>
Subject: Policy question

GM. I was reading the RIF policy last night. It states that the competing areas as defined in the policy are the smallest allowed per OPM guidance. Is this still true? Could you get me the answer beget 10 on Monday? Thanks much

Message

From: Vizian, Donna [Vizian.Donna@epa.gov]
Sent: 3/16/2017 10:25:11 PM
To: Showman, John [Showman.John@epa.gov]; Gray, Linda [gray.linda@epa.gov]; Carter, Rick [Carter.Rick@epa.gov]; Hart, Debbi [Hart.Debbi@epa.gov]; Helm, Arron [Helm.Arron@epa.gov]; Carter, Rick [Carter.Rick@epa.gov]
Subject: V/V

Hi – please keep this close for a bit longer but we received the OK to move forward with a V/V that ends before 9/30. I reached out to OPM to schedule a call to talk through how flexible our business case can be.

Message

From: Burbach, Joseph [burbach.joseph@epa.gov]
Sent: 3/23/2017 6:54:17 PM
To: Gray, Linda [gray.linda@epa.gov]
Subject: RE: Retirement Eligibility Snapshots

I will reach out to him

Joseph Burbach
Senior Advisor
Office of Human Resources
U.S. Environmental Protection Agency
(202) 564-7783

From: Gray, Linda
Sent: Thursday, March 23, 2017 12:45 PM
To: Burbach, Joseph <burbach.joseph@epa.gov>
Subject: RE: Retirement Eligibility Snapshots

Debb's group did it. Jason kuhns.

Linda R. Gray
Director, Office of Human Resources
Office of Administration and Resources Management
Environmental Protection Agency
(202) 564-4606 phone
(202) 564-4613 fax

From: Burbach, Joseph
Sent: Thursday, March 23, 2017 12:38 PM
To: Gray, Linda <gray.linda@epa.gov>
Subject: RE: Retirement Eligibility Snapshots

Need to get a data set for OHR that identifies, retirement eligibility as well as well as VERA and VISIP eligibility (similar to what was provided for the SESers and OARM). Not sure who ran these reports, do you know the source (SSC, PPTD or other)?

Should request a breakout from group that prepared the OARM summary (forwarded by John) for OHR by name, series, title and org code (to sort by division).

Joseph Burbach
Senior Advisor
Office of Human Resources
U.S. Environmental Protection Agency
(202) 564-7783

From: Gray, Linda
Sent: Thursday, March 23, 2017 11:58 AM

To: Burbach, Joseph <burbach.joseph@epa.gov>

Subject: Re: Retirement Eligibility Snapshots

Great job!! Can we do add a column for VERA/VSIP for OHR?

Sent from my iPhone

On Mar 17, 2017, at 9:12 AM, Burbach, Joseph <burbach.joseph@epa.gov> wrote:

FYI ---

- Below is as snapshot of the SES workforce with respect to retirement eligibility and early out potential based on data that was provided.
- Attached is information and data concerning OHR workforce retirement eligibility. Note that division data based on organization code does not reflect correct alignment for some staff.

This provides some perspective but does not reflect attrition trends or reflect comprehensive workforce assessment or succession.

Let me know if you have any questions.

Joseph Burbach

Senior Advisor

Office of Human Resources

U.S. Environmental Protection Agency

(202) 564-7783

EPA SES Workforce Data Overview/Observations

-
-
-

Ex. 5 - Deliberative Process

EPA SES Workforce Retirement Eligibility Profile

Status	Number	Percentage of Workforce
Retirement Eligible	Ex. 5 - Deliberative Process	
Retirement Eligible in CY 2017		
Retirement Eligible in CY 2018		
Retirement Eligible in CY 2019		
Retirement Eligible CY 2020 or Beyond		
Total Current Onboard Employees		

EPA SES Workforce Early Out Eligibility Profile

Status	Number	Percentage of Workforce
Early Out Eligible	Ex. 5 - Deliberative Process	
Early Out Eligible in CY 2017		

Early Out Eligible in CY 2018
Early Out Eligible in CY 2019
Early Out Eligible CY 2020 or Beyond
Total Current Onboard Employees

Ex. 5 - Deliberative Process

<OHR Retirement Profile.docx>

<OHR RET ELIGIBLE BY DATE-3-15-17.xlsx>

Message

From: Westenberger, Andrea [Westenberger.Andrea@epa.gov]
Sent: 5/10/2017 3:33:08 PM
To: ARA [ARA@epa.gov]; Deputy ARAs [Deputy_ARAs@epa.gov]; RHRO [RHRO@epa.gov]
CC: Gray, Linda [gray.linda@epa.gov]; Hart, Debbi [Hart.Debbi@epa.gov]; Parker, Gary [parker.gary@epa.gov]; Hitchens, Lynnann [hitchens.lynnann@epa.gov]; Clifton, Tony [Clifton.Tony@epa.gov]; Young, Kendrick [Young.Kendrick@epa.gov]
Subject: RE: EPA Workforce Reshaping Information
Attachments: 2 Targeted Positions Template - unlocked.xlsx; R5 Targeted Positions Example.xlsx

Hello ARAs, DARAs, and HROs,

Per our call with OARM yesterday, attached are two spreadsheets:

1. **An unlocked version of the original spreadsheet for each region.** You can make changes to the spreadsheet for the necessary level of detail needed for your region (including additional rows, columns, totals, layers of organizations, etc.). However, please ensure that the original information provided by OARM remains in the spreadsheet.
2. **An example of the spreadsheet modified by Region 5 that you can use as a model.** This model includes total rows for targeted series/grades in various Divisions/Branches/etc. The red plain text cells include the original information provided by OARM and have not been changed.

Please let me know if you have any questions.

Thanks,
Andrea

Andrea Westenberger

Lead Region Coordinator for OCFO & OARM
Regional Planner | Strategic Planning | EPA Region 10
1200 Sixth Avenue, OMP 21-I01
Seattle, WA 98101
(206) 553-6111 (office)
(206) 719-9154 (cell)
westenberger.andrea@epa.gov

From: Vizian, Donna
Sent: Monday, April 17, 2017 2:01 PM
To: 2017HQfirstassistants <2017HQfirstassistants@epa.gov>; 2017Regionfirstassistants <2017Regionfirstassistants@epa.gov>
Cc: DAA-Career <DAACareer@epa.gov>; DRA <DRA@epa.gov>; ARA <ARA@epa.gov>; Gray, Linda <gray.linda@epa.gov>; Hart, Debbi <Hart.Debbi@epa.gov>
Subject: EPA Workforce Reshaping Information
Importance: High

Hi Everyone,

Following up on Mike's message, attached is the material to guide you through your workforce reshaping submission which should focus on your current organizational structure and achieving efficiencies. As we agreed, the first step will be for each NPM to work with the lead region to draft a proposal for their programs where appropriate. The submission should be no more than one page and sent to Debbi Hart with a copy to me by May 5th. OARM will compile this information and schedule a meeting for us to discuss. This does not prohibit a reshaping that is specific to your office.

The attached VERA/VSIP materials is intended to guide your submission of a brief, office-specific business case and a spreadsheet of your targeted positions. Remember that this time around we are looking to compiling all office-specific information into one agency-level business case. Specifically you must review the **VERA/VSIP Checklist** and follow the instructions there to complete your office's 2-page business case. You must also populate the **Targeted Positions Template** Excel file for your office (this spreadsheet is pre-populated with VERA/VSIP eligibility data for your office). The other attached files provide you with VERA/VSIP background information and guidance as you prepare your submittals (see listing and explanation below).

Your office submittals will be compiled into one, agency-level VERA/VSIP proposal that will ultimately be submitted to OPM and OMB for review and approval. Your program or regional office must provide the following documentation to Debbi Hart, director, Policy, Planning and Training Divisions, **no later than May 24, 2017**.

1. Two-page summary of your business case (following the detailed instructions in the VERA/VSIP Business Case Checklist attached)
2. Completed Targeted Positions Template for your office (Excel file attached)
3. Current and proposed post VERA/VSIP organization chart for your office

Should you have questions, please contact me at (202) 564-4600 or Linda Gray, director, Office of Human Resources, at (202) 564-4606. Please have your staff contact Debbi Hart or Loretta Hunt.

Best,
Donna

List of Attachments

1. V-V Business Case Checklist – Follow checklist to complete your two-page business case.
2. Targeted Positions Template – Pre-populated with your office's V/V eligibility numbers; complete for your office Targeted Positions (columns F-S).
3. VERA/VSIP Overview PowerPoint – review for a quick refresh on V/V authorities and a description of this year's submittal process.
4. Guiding Questions – suggestions for workforce reshaping drivers, skill set needs and other items to consider as you develop your business case.
5. Example Theme and Justifications – an example theme focused on reducing the number of nonsupervisory, high-graded (i.e., GS 13, 14 and 15) positions and a listing of past V/V justifications.
6. VERA and VSIP Guides from OPM – provide additional details on the two authorities.

Message

From: Burbach, Joseph [burbach.joseph@epa.gov]
Sent: 3/23/2017 4:38:18 PM
To: Gray, Linda [gray.linda@epa.gov]
Subject: RE: Retirement Eligibility Snapshots

Need to get a data set for OHR that identifies, retirement eligibility as well as well as VERA and VISIP eligibility (similar to what was provided for the SESers and OARM). Not sure who ran these reports, do you know the source (SSC, PPTD or other)?

Should request a breakout from group that prepared the OARM summary (forwarded by John) for OHR by name, series, title and org code (to sort by division).

Joseph Burbach

Senior Advisor
Office of Human Resources
U.S. Environmental Protection Agency
(202) 564-7783

From: Gray, Linda
Sent: Thursday, March 23, 2017 11:58 AM
To: Burbach, Joseph <burbach.joseph@epa.gov>
Subject: Re: Retirement Eligibility Snapshots

Great job!! Can we do add a column for VERA/VSIP for OHR?

Sent from my iPhone

On Mar 17, 2017, at 9:12 AM, Burbach, Joseph <burbach.joseph@epa.gov> wrote:

FYI ---

- Below is as snapshot of the SES workforce with respect to retirement eligibility and early out potential based on data that was provided.
- Attached is information and data concerning OHR workforce retirement eligibility. Note that division data based on organization code does not reflect correct alignment for some staff.

This provides some perspective but does not reflect attrition trends or reflect comprehensive workforce assessment or succession.

Let me know if you have any questions.

Joseph Burbach

Senior Advisor
Office of Human Resources
U.S. Environmental Protection Agency
(202) 564-7783

EPA SES Workforce Data Overview/Observations

Ex. 5 - Deliberative Process

EPA SES Workforce Retirement Eligibility Profile

Status	Number	Percentage of Workforce
Retirement Eligible	Ex. 5 - Deliberative Process	
Retirement Eligible in CY 2017		
Retirement Eligible in CY 2018		
Retirement Eligible in CY 2019		
Retirement Eligible CY 2020 or Beyond		
Total Current Onboard Employees		

EPA SES Workforce Early Out Eligibility Profile

Status	Number	Percentage of Workforce
Early Out Eligible	Ex. 5 - Deliberative Process	
Early Out Eligible in CY 2017		
Early Out Eligible in CY 2018		
Early Out Eligible in CY 2019		
Early Out Eligible CY 2020 or Beyond		
Total Current Onboard Employees		

<OHR Retirement Profile.docx>

<OHR RET ELIGIBLE BY DATE-3-15-17.xlsx>

To: Coomber, Robert[coomber.robert@epa.gov]
Cc: Morton, Gary[Morton.Gary@epa.gov]; Corbett, Krysti[Corbett.Krysti@epa.gov]; Gray, Linda[gray.linda@epa.gov]; C238 President[Ex. 6 - Personal Privacy]@gmail.com]; Mikulka, Michael[mikulka.michael@epa.gov]; Steib, Clovis[steib.clovis@epa.gov]; Oliver, Priscilla[Oliver.Priscilla@epa.gov]; Morrison, Denise[Morrison.Denise@epa.gov]
From: Greaves, Natasha
Sent: Tue 7/25/2017 3:33:33 PM
Subject: C238 VERA VSIP Proposal
2017 VERA/VISP
AFGE VERA VSIP MOU - 07-14-17 P1.docx

I am sending this message on behalf of Gary Morton.

Dear Mr. Coomber:

The American Federation of Government Employees (AFGE) Council 238 received official notice on the Office of Management and Budget (OMB) and the Office of Personnel Management (OPM) approval of EPA's Voluntary Early Retirement Authority/Voluntary Separation Incentive Payment (VERA/VSIP) Program on July 10, 2017. In accordance with Article 40 of the Master Collective Bargaining Agreement (MCBA) between EPA and AFGE, Council 238 invoked Demand to Bargain" over EPA's VERA/VSIP program on July 20, 2017 (See attached outlook email). It is Council 238's position that the implementation of EPA's VERA/VSIP program would impact working conditions involving AFGE's bargaining unit employees covered by the MCBA.

Attached is Council 238 negotiation proposal over the impact and implementation resulting in procedural changes and any appropriate arrangements required to implement EPA's VERA/VSIP program.

The union representatives for this negotiations are Gary Morton, Mike Mikulka, Clovis Steib, and Dr. Priscilla Oliver.

Sincerely,

Gary Morton,

Thanks,

Natasha Greaves | AFGE Local 1110 President
C/O US EPA, Region 10

1200 Sixth Avenue | Ste. 900, M/S UNI-171 | Seattle, WA 98101
Phone: 206-553-7079

AFGE Local 1110 Phone: 206-553-1286 | AFGE Local 1110 Fax: 206-553-1702

R10_AFGE@epa.gov

www.afgecouncil238.org

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Message

From: Morton, Gary [Morton.Gary@epa.gov]
Sent: 7/25/2017 3:08:59 PM
To: Corbett, Krysti [Corbett.Krysti@epa.gov]; Greaves, Natasha [Greaves.Natasha@epa.gov]; Coomber, Robert [coomber.robert@epa.gov]
CC: Gray, Linda [gray.linda@epa.gov]; C238 President [PresidentCouncil238@gmail.com]; Mikulka, Michael [mikulka.michael@epa.gov]; Steib, Clovis [steib.clovis@epa.gov]; Oliver, Priscilla [Oliver.Priscilla@epa.gov]; Morrison, Denise [Morrison.Denise@epa.gov]
Subject: RE: C238 VERA VSIP Proposal

Thank you Krysti.

From: Corbett, Krysti
Sent: Tuesday, July 25, 2017 10:20 AM
To: Greaves, Natasha <Greaves.Natasha@epa.gov>; Coomber, Robert <coomber.robert@epa.gov>
Cc: Morton, Gary <Morton.Gary@epa.gov>; Gray, Linda <gray.linda@epa.gov>; C238 President <PresidentCouncil238@gmail.com>; Mikulka, Michael <mikulka.michael@epa.gov>; Steib, Clovis <steib.clovis@epa.gov>; Oliver, Priscilla <Oliver.Priscilla@epa.gov>; Morrison, Denise <Morrison.Denise@epa.gov>
Subject: RE: C238 VERA VSIP Proposal

Natasha and Gary,

Bob is out this week. He will respond next week when he returns. Thanks.

Krysti Corbett

Director
Labor and Employee Relations Division
Desk Phone: (202) 564-6295
Mobile: (202) 579-1681
corbett.krysti@epa.gov

From: Greaves, Natasha
Sent: Monday, July 24, 2017 7:01 PM
To: Coomber, Robert <coomber.robert@epa.gov>
Cc: Morton, Gary <Morton.Gary@epa.gov>; Corbett, Krysti <Corbett.Krysti@epa.gov>; Gray, Linda <gray.linda@epa.gov>; C238 President <PresidentCouncil238@gmail.com>; Mikulka, Michael <mikulka.michael@epa.gov>; Steib, Clovis <steib.clovis@epa.gov>; Oliver, Priscilla <Oliver.Priscilla@epa.gov>; Morrison, Denise <Morrison.Denise@epa.gov>
Subject: C238 VERA VSIP Proposal

I am sending this message on behalf of Gary Morton.

Dear Mr. Coomber:

The American Federation of Government Employees (AFGE) Council 238 received official notice on the Office of Management and Budget (OMB) and the Office of Personnel Management (OPM) approval of EPA's Voluntary Early Retirement Authority/Voluntary Separation Incentive Payment (VERA/VSIP) Program on July 10, 2017. In accordance with Article 40 of the Master Collective Bargaining Agreement (MCBA) between EPA and AFGE, Council 238 invoked Demand to Bargain" over EPA's VERA/VSIP program on July 20, 2017 (See attached outlook email). It is Council 238's

position that the implementation of EPA's VERA/VSIP program would impact working conditions involving AFGE's bargaining unit employees covered by the MCBA.

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The union representatives for this negotiations are Gary Morton, Mike Mikulka, Clovis Steib, and Dr. Priscilla Oliver.

Sincerely,

Gary Morton,

Thanks,

Natasha Greaves | AFGE Local 1110 President
C/O US EPA, Region 10
1200 Sixth Avenue | Ste. 900, M/S UNI-171 | Seattle, WA 98101
Phone: 206-553-7079
AFGE Local 1110 Phone: 206-553-1286 | AFGE Local 1110 Fax: 206-553-1702
R10_AFGE@epa.gov
www.afgecouncil238.org

****E-MAIL PRIVILEGED INFORMATION****

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Message

From: Burbach, Joseph [burbach.joseph@epa.gov]
Sent: 5/18/2017 2:40:48 PM
To: Gray, Linda [gray.linda@epa.gov]
Subject: OARM Targeted Position Template -- Please Respond by COB Tomorrow 5/18
Attachments: OARM Targeted Position Template (OHR).xlsx

Revised with max numbers of offers included, changes highlighted in red.


Joseph Burbach
Senior Advisor
Office of Human Resources
U.S. Environmental Protection Agency
(202) 564-7783

From: Burbach, Joseph
Sent: Thursday, May 18, 2017 9:50 AM
To: Gray, Linda <gray.linda@epa.gov>
Subject: RE: OARM Targeted Position Template -- Please Respond by COB Tomorrow 5/18

Linda

Response due today COB:

For Tab 1 of attached, you will have to decide and insert in the blue highlighted column "Max # of Offers" the number (based on total number targeted positions) for each of occupational series that OHR has targeted for VERA/VSIP (rows highlighted in yellow). Comments are optional and have not been requested to complete columns "# to Restructure" or "# to Eliminate," but may want to add comment for at least the 0343 series to indicate offers to facilitate restructuring.

<u>Position</u>	<u>Targeted Population</u>
2201 Info Mngt Spec	
0301 Misc Admin	
0303 Misc Clerk	
0326 Office Automation Asst	
0343 Mngt/Program Analyst	

For Tab 2 I have added the names of OHR employees for the targeted occupational series and grades so no action required.

I have highlighted a couple of changes to the chart in red.

Thanks

Joseph Burbach
Senior Advisor
Office of Human Resources
U.S. Environmental Protection Agency
(202) 564-7783

From: Gray, Linda
Sent: Wednesday, May 17, 2017 9:24 AM
To: Burbach, Joseph <burbach.joseph@epa.gov>
Subject: Fwd: OARM Targeted Position Template -- Please Respond by COB Tomorrow 5/18

Please take a look.

Sent from my iPhone

Begin forwarded message:

From: "Lemley, Lauren" <Lemley.Lauren@epa.gov>
Date: May 17, 2017 at 9:21:49 AM EDT
To: "Scola, Jennifer" <Scola.Jennifer@epa.gov>, "Collins, BJ" <Collins.BJ@epa.gov>, "Neal, Kerry" <neal.kerry@epa.gov>, "Carpenter, Wesley" <Carpenter.Wesley@epa.gov>, "Legare, Pamela" <Legare.Pamela@epa.gov>, "Petrole, Maryann" <Petrole.Maryann@epa.gov>, "Hardy, Michael" <Hardy.Michael@epa.gov>
Cc: "Carter, Rick" <Carter.Rick@epa.gov>, "Helm, Arron" <Helm.Arron@epa.gov>, "Polk, Denise" <Polk.Denise@epa.gov>, "Gray, Linda" <gray.linda@epa.gov>, "Patrick, Kimberly" <Patrick.Kimberly@epa.gov>, "Noga, Vaughn" <Noga.Vaughn@EPA.GOV>, "Showman, John" <Showman.John@epa.gov>, "Hitchens, Lynnann" <hitchens.lynnann@epa.gov>
Subject: OARM Targeted Position Template -- Please Respond by COB Tomorrow 5/18

Hi Deputies,

As a follow-up to our meeting, I have attached the OARM Targeted Positions Template for you to update with additional information. I have prepopulated the template based on the information you have previously submitted. **Please populate the template with the following information by COB Thursday, May 18, 2017:**

Tab 1 – OARM Proposed – Please provide the number of offers you are willing to accept for each series you identified in the “Max # of Offers” column and if needed, provide comments in the “Comments” column.

Tab 2 – OARM Proposed (Names) – Please provide the names of the employees identified in each series/grade (this information is for internal use only).

Also, please review the chart for accuracy and let me know if any changes need to be made. If you have any questions please let me or Lynnann know. Thanks!

Lauren Lemley
Office of Resources, Operations and Management, OARM
202-564-1290

Message

From: Morton, Gary [Morton.Gary@epa.gov]
Sent: 7/20/2017 6:31:27 PM
To: Coomber, Robert [coomber.robert@epa.gov]
CC: Corbett, Krysti [Corbett.Krysti@epa.gov]; Gray, Linda [gray.linda@epa.gov]; O'Grady, John [Ogrady.Johnj@epa.gov]; Morrison, Denise [Morrison.Denise@epa.gov]; Greaves, Natasha [Greaves.Natasha@epa.gov]; Mikulka, Michael [mikulka.michael@epa.gov]; Oliver, Priscilla [Oliver.Priscilla@epa.gov]; Steib, Clovis [steib.clovis@epa.gov]
Subject: 2017 VERA/VISP
Attachments: C238 DEMAND BARGAIN VERA VISP 2017.docx

Good Afternoon Bob,

I am sending you AGFE's demand to bargain regarding VERA/VISP implementation in accordance with Article 40 of the MCBA between EPA and AGFE.

Sincerely,

Gary Morton, AFGE
Sergeant-At-Arms

Message

From: Hart, Debbi [Hart.Debbi@epa.gov]
Sent: 6/30/2017 2:48:54 PM
To: Gray, Linda [gray.linda@epa.gov]
Subject: RE: HCOP

Yes—will resend.

Debbi Hart
Director
Policy, Planning & Training Division
OHR, OARM
USEPA
202.564.2011
hart.debbi@epa.gov

From: Gray, Linda
Sent: Friday, June 30, 2017 10:14 AM
To: Hart, Debbi <Hart.Debbi@epa.gov>
Cc: Carpenter, Wesley <Carpenter.Wesley@epa.gov>
Subject: RE: HCOP

Did I miss it? Did you send to me as well?

Linda R. Gray
Director, Office of Human Resources
Office of Administration and Resources Management
Environmental Protection Agency
(202) 564-4606 phone
(202) 564-4613 fax

From: Hart, Debbi
Sent: Friday, June 30, 2017 10:11 AM
To: Gray, Linda <gray.linda@epa.gov>
Cc: Carpenter, Wesley <Carpenter.Wesley@epa.gov>; Burbach, Joseph <burbach.joseph@epa.gov>; Parker, Gary <parker.gary@epa.gov>
Subject: RE: HCOP

Linda- Let me call you. Gary is POC for HCOP and we shared the draft with folks yesterday. We got minor comments from Showman that were addressed and Donna only mentioned she would like DCHCO to be lead—she said she didn't need to see HCOP again and that we could submit to MAX. It's due today. Calling now. Debbi

Debbi Hart
Director
Policy, Planning & Training Division
OHR, OARM
USEPA
202.564.2011
hart.debbi@epa.gov

From: Gray, Linda
Sent: Friday, June 30, 2017 10:07 AM
To: Hart, Debbi <Hart.Debbi@epa.gov>
Cc: Carpenter, Wesley <Carpenter.Wesley@epa.gov>; Burbach, Joseph <burbach.joseph@epa.gov>
Subject: HCOP

Debbi,

Wes mentioned that Donna is expecting me to run point on the HCOP assignment. I understand you and Loretta have some follow up for V/V. Who on your staff is the POC to bring this to end state? You were putting together a strawman of what we would submit. What is the status? Is this an assignment that Towanna can assist with? I know a part of this assignment involves the agency strategic plan that OCFO is working, but can we use the HPO plan as a guide absent a final strategic plan?

Linda R. Gray
Director, Office of Human Resources
Office of Administration and Resources Management
Environmental Protection Agency
(202) 564-4606 phone
(202) 564-4613 fax

Message

From: Showman, John [Showman.John@epa.gov]
Sent: 7/13/2017 3:05:41 PM
To: Gray, Linda [gray.linda@epa.gov]
Subject: FYI --- A new VERA-VSIP application has been submitted from OARM.

-----Original Message-----

From: 2017_VERA-VSIP@epa.gov [mailto:2017_VERA-VSIP@epa.gov]
Sent: Thursday, July 13, 2017 10:34 AM
To: Showman, John <Showman.John@epa.gov>
Subject: A new VERA-VSIP application has been submitted from OARM.

A new VERA-VSIP application has been submitted from OARM.

Ex. 6 - Personal Privacy

Separation Type: (1) Optional Voluntary Retirement with VSIP

Message

From: Gray, Linda [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=7A5016C79618431E9EAE2309EBD963A9-GRAY, LINDA]
Sent: 5/2/2017 12:09:26 PM
To: Burbach, Joseph [burbach.joseph@epa.gov]
Subject: FW: OHR Information re: Workforce Reshaping

Linda R. Gray

Director, Office of Human Resources
Office of Administration and Resources Management
Environmental Protection Agency
(202) 564-4606 phone
(202) 564-4613 fax

From: Gray, Linda
Sent: Tuesday, May 02, 2017 7:33 AM
To: Lemley, Lauren <Lemley.Lauren@epa.gov>
Cc: Carpenter, Wesley <Carpenter.Wesley@epa.gov>; Hitchens, Lynnann <hitchens.lynnann@epa.gov>
Subject: RE: OHR Information re: Workforce Reshaping

Lauren,

I updated the chart below.

Linda R. Gray

Director, Office of Human Resources
Office of Administration and Resources Management
Environmental Protection Agency
(202) 564-4606 phone
(202) 564-4613 fax

From: Lemley, Lauren
Sent: Monday, May 01, 2017 4:11 PM
To: Gray, Linda <gray.linda@epa.gov>; Carpenter, Wesley <Carpenter.Wesley@epa.gov>
Subject: OHR Information re: Workforce Reshaping

Hi Linda/Wes,

I created the chart below based on my notes from the meeting last week showing possible positions for VERA/VSIP. Can you take a look at the chart and make any edits and fill in any gaps with the necessary information. If you could get this back to me by tomorrow, that would be great. Thanks!

Series	Grade	#	Outcome
0343 (Management and Program Analysts)	Ex. 5 - Deliberative Process		
2210			

303	Ex. 5 - Deliberative Process	
326		
301		

Lauren Lemley
Office of Resources, Operations and Management, OARM
202-564-1290

To: Hardy, Michael[Hardy.Michael@epa.gov]
From: Coogan, Daniel
Sent: Tue 3/28/2017 7:25:47 PM
Subject: FW: Aligning FY 2018 Non-Pay Reductions w/ Activity Papers
[FY18activity Acquisition.docx](#)
[FY18activity Facilities.docx](#)
[FY18activity Grants.docx](#)
[FY18activity HomelandSecurity.docx](#)
[FY18activity HumanResources.docx](#)

Here's the breakdown . . .

Dan

Director, Resources, Analysis and Planning Division

Office of Resources, Operations and Management, OARM

o: 202-564-1862

c: 202-355-4943

-

[OARM Budget SharePoint Site](#)

From: Coogan, Daniel
Sent: Tuesday, March 28, 2017 2:31 PM
To: Noga, Vaughn <Noga.Vaughn@EPA.GOV>; Petrole, Maryann <Petrole.Maryann@epa.gov>; Blankenship, Steven <Blankenship.Steven@epa.gov>; Carter, Rick <Carter.Rick@epa.gov>; Helm, Arron <Helm.Arron@epa.gov>; Collins, BJ <Collins.BJ@epa.gov>; Polk, Denise <Polk.Denise@epa.gov>; Neal, Kerry <neal.kerry@epa.gov>; Patrick, Kimberly <Patrick.Kimberly@epa.gov>; Legare, Pamela <Legare.Pamela@epa.gov>; Gray, Linda <gray.linda@epa.gov>; Carpenter, Wesley <Carpenter.Wesley@epa.gov>
Cc:
Subject: Aligning FY 2018 Non-Pay Reductions w/ Activity Papers

All, below are your updated resource levels by appropriation for FY 2018 (dollars in thousands). The chart below shows your FY 2016 Enacted levels, the FY 2018 reduction and your new FY 2018 President's Budget Submission target. Please review your Activity Papers (attached) to ensure that the activities we listed under "Will be done in 2018" and "Will not be done in 2018" align with these updated resource levels. If you need to make any changes to your paper, **please**

let me know by noon tomorrow. A few qualifiers about the numbers:

1. This includes **all non-pay** (so Rent, Utilities and Security are included for OA, RTP and Cincy).
2. While it appears that Cincinnati and RTP are not receiving significant reductions, over the past few FYs OCFO and OROM/ IO have provided additional funding to those offices through reprogrammings after the Enacted is finalized. OCFO and OROM/ IO won't be able to provide this support in FY 2018. As a result, by the fact that RTP and Cincy won't get these regular post-Enacted increases, they are taking cuts. For example, we aim to fund Cincinnati at approximately \$[]M so under this scenario they will take a \$[]M cut. We aim to fund RTP at approximately \$[]M so under this scenario they will take a \$[]M cut.
3. There is a lot of detail behind these numbers. If you would like me to walk through the reductions at a more granular level (I have it down to the budget accounting line) please let me know and I will provide those details.

	FY 2016 Enacted
- IO/ OROM	\$24,982.0
EPM	\$19,589.0
S&T	\$1,646.0
Superfund	\$3,747.0
- OA	\$334,363.0
EPM	\$206,946.0
S&T	\$34,107.0
B&F	\$42,317.0
LUST	\$610.0
Oil	\$518.0
Superfund	\$49,865.0
- Cincy	\$15,606.0
EPM	\$5,661.0
S&T	\$9,945.0
- RTP	\$30,811.0
EPM	\$8,834.0
S&T	\$21,972.0
Superfund	\$5.0
- OGD	\$5,888.0
EPM	\$5,561.0
Superfund	\$327.0
- OAM	\$10,138.0
EPM	\$6,125.0
LUST	\$145.0
Superfund	\$3,868.0
- OHR	\$10,550.0
EPM	\$8,420.0
Superfund	\$2,130.0
Grand Total	\$432,338.0

Ex. 5 - Deliberative Process

Dan

Director, Resources, Analysis and Planning Division

Office of Resources, Operations and Management, OARM

o: 202-564-1862

c: 202-355-4943

OARM Budget SharePoint Site

To: Remmers, Janet[Remmers.Janet@epa.gov]
Cc: Jablonski, Janice[jablonski.janice@epa.gov]; Hitchens, Lynnann[hitchens.lynnann@epa.gov]; Hardy, Michael[Hardy.Michael@epa.gov]; Hart, Debbi[Hart.Debbi@epa.gov]; Terris, Carol[Terris.Carol@epa.gov]; Coogan, Daniel[Coogan.Daniel@epa.gov]
From: Lemley, Lauren
Sent: Fri 6/30/2017 5:00:17 PM
Subject: RE: OARM's Revised V/V Budget Information Tables
OARM V-V Budget Info Tables 6 30 2017.docx

Hi Janet,

Please see the update attached. Thanks!

Lauren Lemley

Office of Resources, Operations and Management, OARM

202-564-1290

From: Remmers, Janet
Sent: Friday, June 30, 2017 12:47 PM
To: Lemley, Lauren <Lemley.Lauren@epa.gov>
Cc: Jablonski, Janice <jablonski.janice@epa.gov>; Hitchens, Lynnann <hitchens.lynnann@epa.gov>; Hardy, Michael <Hardy.Michael@epa.gov>; Hart, Debbi <Hart.Debbi@epa.gov>; Terris, Carol <Terris.Carol@epa.gov>; Coogan, Daniel <Coogan.Daniel@epa.gov>
Subject: RE: OARM's Revised V/V Budget Information Tables

Thank you for your Budget Tables.

For Table B, in row A, this should be the 2017 Payroll amounts and not inflated for pay increases. (Pre-V/V payroll)

Your footnote indicates you included pay increases in the numbers.

Please can you revise Row A to show only the 2017 Payroll.

Thanks

Calculation Notes:

A – FY 2018 is FY 2017 with $\frac{3}{4}$ of 1.9% Raise; FY 2019 is FY 2017 with full 1.9% Raise.

Janet Remmers, Ph.D.

RPROS

Office of Budget/OCFO

Mail code: 2732A

office: 202-564-0548

aws: 301-593-7870

From: Lemley, Lauren

Sent: Friday, June 30, 2017 12:38 PM

To: Terris, Carol <Terris.Carol@epa.gov>; Remmers, Janet <Remmers.Janet@epa.gov>

Cc: Jablonski, Janice <jablonski.janice@epa.gov>; Hitchens, Lynnann <hitchens.lynnann@epa.gov>; Hardy, Michael <Hardy.Michael@epa.gov>; Hart, Debbi <Hart.Debbi@epa.gov>

Subject: OARM's Revised V/V Budget Information Tables

Hi Carol/Janet,

Please see OARM's Revised V/V Budget Information Tables attached. If you have any questions please let me know. Thank you!

Lauren Lemley

Office of Resources, Operations and Management, OARM

202-564-1290

Budget Information

Basic assumptions for calculations (e.g., hourly rate based on average grade and step) should be captured in footnotes or otherwise explained in the business case.

Table A – Direct Costs for VERA/VSIP	
# of Targeted Positions for VSIP 98 x \$25,000	Ex. 5 - Deliberative Process
Annual Leave Pay Out for 98 of Targeted Positions for VERA, Optional Retirement or Resignation { \$64.86* x 240 x 98 of Targeted Positions }	
Total Maximum Direct Costs	

*Payroll estimated on a GS-13, step 5 (\$51.48) with 26% included for loaded cost in Washington, D.C.

Table B – Estimated Savings for FY 2018 through FY 2019		
	FY 2018 Estimate	FY 2019 Estimate
A. Pre-VERA/VSIP Annual Payroll Cost	Ex. 5 - Deliberative Process	
B. VERA/ VSIP Payout Cost		
C. Leave Payout Cost		
D. Post VERA/VSIP Annual Payroll Cost (A-(98 Targeted Positions*\$145,000)		
E. Payroll for 84 New Hires		
F. Payroll Savings for # VERA/VSIP Targeted Positions (F = A – B – C – D - E)		
G. Pre-VERA/VSIP Annual WCF Cost		
H. Post VERA/VSIP Annual WCF Cost		
I. WCF for 84 New Hires (assumes half of WCF costs mid-year in FY 18 - \$4,113 * 84 and full costs \$8,226 * 84 in FY 19)		
J. WCF Savings for # VERA/VSIP Targeted Positions (J = G – H – I)		
Projected Savings with VERA/VSIP (F+J)		

Calculation Notes:

A – FY 2017 Payroll amount.

B/C – VERA/VSIP Payout and Leave Payout Costs occur in FY 2017.

D – 145,000 is the estimated average cost of FTE

E – Assume a GS-09, Step 1 with 20% added to cover the cost of benefits.

* Data must also be captured in the Targeted Positions Template Excel spreadsheet sent to programs/regions

H - Total is Pre-VERA/VSIP Annual WCF Cost – (98 Targeted Positions x \$8,226).
I – For FY 2018 assumes new hires are only funded for ½ of the year at \$4,113.

* Data must also be captured in the Targeted Positions Template Excel spreadsheet sent to programs/regions

To: Hitchens, Lynnann[hitchens.lynnann@epa.gov]
Cc: Hardy, Michael[Hardy.Michael@epa.gov]; Lemley, Lauren[Lemley.Lauren@epa.gov]
From: Coogan, Daniel
Sent: Thur 6/29/2017 8:52:51 PM
Subject: RE: Updated V/V budget information
OARM V-V Budget Info Tables 6.29.2017 DC.docx

I made two minor changes. I added in the projected pay increases with the 84 hires and then I assumed we would hire them midway through FY 2018. Everything else is the same except for the sum formulas that I adapted to reflect this change.

Dan

Director, Resources, Analysis and Planning Division

Office of Resources, Operations and Management, OARM

o: 202-564-1862

c: 202-355-4943

SEE – PHS – OARM Budget – RAPD

From: Hitchens, Lynnann
Sent: Thursday, June 29, 2017 4:39 PM
To: Coogan, Daniel <Coogan.Daniel@epa.gov>
Cc: Hardy, Michael <Hardy.Michael@epa.gov>; Lemley, Lauren <Lemley.Lauren@epa.gov>
Subject: FW: Updated V/V budget information

Hi – do you want to check this?

Lynnann Hitchens

Acting Director, Office of Resources, Operations and Management

Office of Administration and Resources Management

P: 202-564-3184

M: 202-617-0738

From: Lemley, Lauren

Sent: Thursday, June 29, 2017 4:37 PM

To: Hitchens, Lynnann <hitchens.lynnann@epa.gov>; Jablonski, Janice <jablonski.janice@epa.gov>; Hardy, Michael <Hardy.Michael@epa.gov>

Subject: Updated V/V budget information

Hi,

Please see the updated budget information based on the call and our conversation earlier. I tried to put footnotes, so that you would know where my math came from. Thanks!

Lauren Lemley

Office of Resources, Operations and Management, OARM

202-564-1290

Message

From: Vizian, Donna [Vizian.Donna@epa.gov]
Sent: 6/18/2017 4:21:37 PM
To: Showman, John [Showman.John@epa.gov]; Hardy, Michael [Hardy.Michael@epa.gov]; Hitchens, Lynnann [hitchens.lynnann@epa.gov]
Subject: OARM V/V

Hi. We need a plan on how to let the OARM employees in the pool to be notified. We have the all employees planned but who will individuals ask if they are included?

To: Hardy, Michael[Hardy.Michael@epa.gov]; Hitchens, Lynnann[hitchens.lynnann@epa.gov];
Cox, Andrew[Cox.Andrew@epa.gov]
From: Westenberger, Andrea
Sent: Thur 6/15/2017 8:15:04 PM
Subject: RE: 6/20 OARM & OCFO Meeting with ARAs

Ok, so here is a quick outline:

OARM

- VERA/VSIP (10-15 min) – Linda/Wes/Debbi
- Fitness Centers (10 min) – Bob Coomber?
- EAP (5 min) – OHR
- *Drug Free Workplace (since there call is split between OARM & OCFO, could this update come in email form? Or at a future call?*

OCFO

- Budget (5 min)
- PCA/PeoplePlus (20 min)

Thanks,

Andrea

Andrea Westenberger

Lead Region Coordinator for OCFO & OARM

EPA Region 10

1200 Sixth Avenue, OMP 21-I01

Seattle, WA 98101

(206) 553-6111 (office)

Ex. 6 - Personal Privacy (cell)

westenberger.andrea@epa.gov

From: Hardy, Michael

Sent: Thursday, June 15, 2017 12:47 PM

To: Westenberger, Andrea <Westenberger.Andrea@epa.gov>; Hitchens, Lynnann <hitchens.lynnann@epa.gov>; Cox, Andrew <Cox.Andrew@epa.gov>

Subject: RE: 6/20 OARM & OCFO Meeting with ARAs

Andrea,

We have just received a request from OHR to add EAP and Drug Free Workplace to the agenda for next week. Thanks!

Michael Hardy

Acting Deputy Director, Office of Resources, Operations and Management

Office of Administration and Resources Management

US EPA

1200 Pennsylvania Avenue, NW

Washington, D.C. 20460

202-564-7899 - Work

Ex. 6 - Personal Privacy - Cell

From: Westenberger, Andrea
Sent: Thursday, June 15, 2017 3:12 PM
To: Hitchens, Lynnann <hitchens.lynnann@epa.gov>; Cox, Andrew <Cox.Andrew@epa.gov>; Hardy, Michael <Hardy.Michael@epa.gov>
Subject: RE: 6/20 OARM & OCFO Meeting with ARAs

Ok, thanks. Fitness centers will probably come up too – we saw the heads up yesterday.

Thanks,

Andrea

Andrea Westenberger

Lead Region Coordinator for OCFO & OARM

EPA Region 10

1200 Sixth Avenue, OMP 21-I01

Seattle, WA 98101

(206) 553-6111 (office)

Ex. 6 - Personal Privacy (cell)

westenberger.andrea@epa.gov

From: Hitchens, Lynnann
Sent: Thursday, June 15, 2017 12:11 PM
To: Westenberger, Andrea <Westenberger.Andrea@epa.gov>; Cox, Andrew <Cox.Andrew@epa.gov>; Hardy, Michael <Hardy.Michael@epa.gov>
Subject: RE: 6/20 OARM & OCFO Meeting with ARAs

Andrea – Michael is going to poll the offices for other topics. We'll make sure Linda/Wes or Debbi Hart is available for the V/V discussion – I imagine that will take 10-15 minutes, about

half the time.

Lynnann Hitchens

Acting Director, Office of Resources, Operations and Management

Office of Administration and Resources Management

P: 202-564-3184

M: Ex. 6 - Personal Privacy

From: Westenberger, Andrea

Sent: Thursday, June 15, 2017 1:09 PM

To: Cox, Andrew <Cox.Andrew@epa.gov>; Hitchens, Lynnann <hitchens.lynnann@epa.gov>

Subject: RE: 6/20 OARM & OCFO Meeting with ARAs

Hi all – thanks for coordinating on this.

Lynnann, for the OARM portion, the ARAs would like an update on VERA/VSIP communications (yesterday Donna shared that talking points will likely come out on Friday for them to share in the regions). Are there other OARM topics you're planning for the agenda?

Thanks,

Andrea

Andrea Westenberger

Lead Region Coordinator for OCFO & OARM

EPA Region 10

1200 Sixth Avenue, OMP 21-I01

Seattle, WA 98101

(206) 553-6111 (office)

Ex. 6 - Personal Privacy cell)

westenberger.andrea@epa.gov

From: Cox, Andrew

Sent: Wednesday, June 14, 2017 7:52 AM

To: Hitchens, Lynnann <hitchens.lynnann@epa.gov>

Cc: Westenberger, Andrea <Westenberger.Andrea@epa.gov>

Subject: 6/20 OARM & OCFO Meeting with ARAs

Lynnann,

One detail I forgot to ask you about is whether OARM wanted to have your portion of the meeting from 11:30AM to 12PM EST or 12PM to 12:30PM EST. We'll work with whichever half hour you do not want.

Andrew B. Cox, MBA, PMP

U.S. EPA Office of the Chief Financial Officer (2710A)

Immediate Office

Policy and Communications Staff

1200 Pennsylvania Avenue, NW

Washington, DC 20460

(202)-564-4398

To: Patrick, Kimberly[Patrick.Kimberly@epa.gov]
Cc: Hardy, Michael[Hardy.Michael@epa.gov]; Lemley, Lauren[Lemley.Lauren@epa.gov]
From: Hitchens, Lynnann
Sent: Thur 5/4/2017 9:04:07 PM
Subject: phone call

Hi – I left you a voicemail. First thing was audits:

For this audit -- 17-P-0001 *EPA's Purchase Order Process Needs to Improve and Active Better Value*, the corrective actions were pushed back until June – we just wanted to make sure that you knew, and had approved that – a delay in the Simplified Acquisition Procedures Toolkit, and then the subsequent training corrective action is now due in December.

The second item was about the VERA/VSIP. Lauren Lemley sent a table for your comment. Maybe we can get together with you and Pam next week to get some more details on what you would like to offer.

Thanks!

Lynnann Hitchens

Acting Director, Office of Resources, Operations and Management

Office of Administration and Resources Management

P: 202-564-3184

M: 202-617-0738

Message

From: Hitchens, Lynnann [hitchens.lynnann@epa.gov]
Sent: 6/6/2017 9:46:16 PM
To: Lemley, Lauren [Lemley.Lauren@epa.gov]
CC: Hardy, Michael [Hardy.Michael@epa.gov]
Subject: FW: OARM V/V Business Case

I didn't want to submit the names to OHR. We will keep that for our records.

Lynnann Hitchens
Acting Director, Office of Resources, Operations and Management
Office of Administration and Resources Management
P: 202-564-3184
M: Ex. 6 - Personal Privacy

From: Hitchens, Lynnann
Sent: Tuesday, June 06, 2017 5:45 PM
To: Hunt, Loretta <Hunt.Loretta@epa.gov>
Cc: Hart, Debbi <Hart.Debbi@epa.gov>; Parker, Gary <parker.gary@epa.gov>; Lemley, Lauren <Lemley.Lauren@epa.gov>; Hardy, Michael <Hardy.Michael@epa.gov>; Jablonski, Janice <jablonski.janice@epa.gov>; Showman, John <Showman.John@epa.gov>; Vizian, Donna <Vizian.Donna@epa.gov>
Subject: OARM V/V Business Case

Loretta – Attached is the revised business case addressing your comments in Track Changes.
I have also included a clean version of the business case with all changes accepted and comments removed. (OARM business case 6 6 2017 FINAL.docx)

Also attached is the budget information and Excel template, per the original request.

I want to draw your attention to two additional changes that require your review and approval:

- We added some clarifying language to support the inclusion of a single 0343 Program Analyst position in the Cincinnati IRMD Division.
- We added language highlighting the inclusion of the Supervisory Procurement Analyst position in OAM, which would be restructured to a Supervisory Contract Specialist position. This is consistent with OAM's overall move to Contract Specialists, as part of one of our core business functions.

I will be out of the office until Tuesday, please let Lauren, Michael or Jan know if you need anything further from OARM.

Thanks for all of your help,

Lynnann

Lynnann Hitchens
Acting Director, Office of Resources, Operations and Management
Office of Administration and Resources Management
P: 202-564-3184
M: Ex. 6 - Personal Privacy

From: Hunt, Loretta
Sent: Friday, June 02, 2017 1:11 PM
To: Hitchens, Lynnann <hitchens.lynnann@epa.gov>; Lemley, Lauren <Lemley.Lauren@epa.gov>
Cc: Hart, Debbi <Hart.Debbi@epa.gov>; Parker, Gary <parker.gary@epa.gov>
Subject: OARM V/V Business Case
Importance: High

Please see my comments in the attached document and revise accordingly. Also, has OARM provided budget information? If you have any questions, please contact me.

Message

From: Hitchens, Lynnann [hitchens.lynnann@epa.gov]
Sent: 6/6/2017 1:30:11 PM
To: Hardy, Michael [Hardy.Michael@epa.gov]
CC: Lemley, Lauren [Lemley.Lauren@epa.gov]
Subject: FW: EPA Workforce Reshaping Information
Attachments: V-V Business Case Checklist April2017final.docx

Michael –

Here is my estimate for the first part of the table.

Check list is attached. Please have Christine estimate payroll, etc. and she can work with Lauren to complete the remainder of the chart. Thanks!

This is due COB to Debbi and Loretta.

Lynnann Hitchens
Acting Director, Office of Resources, Operations and Management
Office of Administration and Resources Management
P: 202-564-3184

M: Ex. 6 - Personal Privacy

From: Hitchens, Lynnann
Sent: Friday, May 26, 2017 12:32 PM
To: Hart, Debbi <Hart.Debbi@epa.gov>
Subject: RE: EPA Workforce Reshaping Information

Did you need all of the budget information? Here is the first table. If you need it today, let me know, and I can put together the second table.

OARM Budget Information

Basic assumptions for calculations (e.g., hourly rate based on average grade and step) should be captured in footnotes or otherwise explained in the business case.

Ex. 5 - Deliberative Process

Lynnann Hitchens
Acting Director, Office of Resources, Operations and Management
Office of Administration and Resources Management
P: 202-564-3184

M: Ex. 6 - Personal Privacy

From: Hart, Debbi
Sent: Friday, May 26, 2017 11:23 AM
To: Hitchens, Lynnann <hitchens.lynnann@epa.gov>
Cc: Vizian, Donna <Vizian.Donna@epa.gov>; Showman, John <Showman.John@epa.gov>; Lemley, Lauren <Lemley.Lauren@epa.gov>
Subject: RE: EPA Workforce Reshaping Information

Got it—thank you!

From: Hitchens, Lynnann
Sent: Friday, May 26, 2017 10:49 AM
To: Hart, Debbi <Hart.Debbi@epa.gov>
Cc: Vizian, Donna <Vizian.Donna@epa.gov>; Showman, John <Showman.John@epa.gov>; Lemley, Lauren <Lemley.Lauren@epa.gov>
Subject: EPA Workforce Reshaping Information
Importance: High

Debbi –OARM’s Targeted Position Template and Business Case are attached. Thanks,

Lynnann

Lynnann Hitchens
Acting Director, Office of Resources, Operations and Management
Office of Administration and Resources Management
P: 202-564-3184
M: Ex. 6 - Personal Privacy

From: Vizian, Donna
Sent: Monday, April 17, 2017 5:26 PM
To: Hitchens, Lynnann <hitchens.lynnann@epa.gov>
Cc: Showman, John <Showman.John@epa.gov>
Subject: FW: EPA Workforce Reshaping Information
Importance: High

Wanted you to know that I shared this with the ARAs. Let’s talk about what you should communicate to them tomorrow. We also need a lead for our package. Should that be Dan? Jan? you?

From: Vizian, Donna
Sent: Monday, April 17, 2017 5:01 PM
To: 2017HQfirstassistants <2017HQfirstassistants@epa.gov>; 2017Regionfirstassistants <2017Regionfirstassistants@epa.gov>
Cc: DAA-Career <DAACareer@epa.gov>; DRA <DRA@epa.gov>; Brincks, Mike <brincks.mike@epa.gov>; Buhl, Rick <Buhl.Rick@epa.gov>; Carter, Rick <Carter.Rick@epa.gov>; Esher, Diana <Esher.Diana@epa.gov>; Graves, Kimberly <graves.kimberly@epa.gov>; Harmon, Russell <Harmon.Russell@epa.gov>; Helm, Arron <Helm.Arron@epa.gov>; Kenyon, Michael <Kenyon.Michael@epa.gov>; Lapierre, Kenneth <lapierre.kenneth@epa.gov>; Lindsay, Nancy <Lindsay.Nancy@epa.gov>; Manna, Richard <Manna.Richard@epa.gov>; McDonald, James <McDonald.James@epa.gov>; McIlwain, Serena <McIlwain.Serena@epa.gov>; Newton, Cheryl <Newton.Cheryl@epa.gov>; Sanders, Amy <Sanders.Amy@epa.gov>; Tellis, Vickie <Tellis.Vickie@epa.gov>; Westenberger, Andrea <Westenberger.Andrea@epa.gov>; Gray, Linda <gray.linda@epa.gov>; Hart, Debbi <Hart.Debbi@epa.gov>

Subject: EPA Workforce Reshaping Information

Importance: High

Hi Everyone,

Ex. 5 - Deliberative Process

Should you have questions, please contact me at (202) 564-4600 or Linda Gray, director, Office of Human Resources, at (202) 564-4606. Please have your staff contact Debbi Hart or Loretta Hunt.

Best,
Donna

List of Attachments

Ex. 5 - Deliberative Process

6. VERA and VSIP Guides from OPM – provide additional details on the two authorities.

Message

From: Hill, Troy [Hill.Troy@epa.gov]
Sent: 6/5/2017 5:45:01 PM
To: Bonner, Jerome [Bonner.Jerome@epa.gov]
CC: Hardy, Michael [Hardy.Michael@epa.gov]; Datcher, Dawn [Datcher.Dawn@epa.gov]; Sanders, Amy [Sanders.Amy@epa.gov]; Mairose, Sue [Mairose.Sue@epa.gov]; McDonald, James [McDonald.James@epa.gov]
Subject: RE: VERA/VSIP Overview Presentations

Jerome,

Region 6 submitted a proposal to have max offers for V/V. Based on this we believe 3 to 4 presentations will be needed. If you have any questions please let me know.

Troy

From: Bonner, Jerome
Sent: Monday, June 05, 2017 12:30 PM
To: Lemley, Lauren <Lemley.Lauren@epa.gov>; Smith, Susan <Smith.Susan@epa.gov>; Milton, Laura <Milton.Laura@epa.gov>; Breneman, Sara <breneman.sara@epa.gov>; Price, Patricia <price.patricia@epa.gov>; Fowler, Joshua <Fowler.Joshua@epa.gov>; Hill, Troy <Hill.Troy@epa.gov>
Cc: Hardy, Michael <Hardy.Michael@epa.gov>; Datcher, Dawn <Datcher.Dawn@epa.gov>; Sanders, Amy <Sanders.Amy@epa.gov>; Mairose, Sue <Mairose.Sue@epa.gov>
Subject: VERA/VSIP Overview Presentations

Dear Colleagues,

I dislike requesting information on such a short notice, but I really need your assistance. We would like to plan conducting VERA/VSIP Overview Presentations to our service populations. Can you provide an estimate on how many presentations you might need? We will have some webinar sessions open to all our service population, but would also like to target your specific AAship/Region. Please keep in mind the number of potential VERA/VSIP offerings when projecting number of overview presentations we should conduct.

If possible, please provide estimates by close of business today. Again, I apologize for the short notice.

Thanks
JB

Jerome W. Bonner
Environmental Protection Agency
Office of Administration and Resources Management - Cincinnati
Director, Human Resources
Cincinnati Human Resources Shared Service Center
Tel: 513.569.7950
Mobile: 513.518.4849

CONFIDENTIALITY: This communication may contain privileged or other confidential information. If you are not the intended addressee, or believe you have received this communication in error, you may neither copy, disseminate, nor distribute it to anyone else or use it in any unauthorized manner; to do so is strictly prohibited and may be unlawful. If you receive this email by mistake, please advise the sender immediately by using the reply facility

in your mail software and delete it from your computer. "Information in this message may be subject to the Privacy Act (5 USC 552a) and should be treated accordingly."

Message

From: Lemley, Lauren [Lemley.Lauren@epa.gov]
Sent: 7/13/2017 8:25:32 PM
To: Jablonski, Janice [jablonski.janice@epa.gov]; Hardy, Michael [Hardy.Michael@epa.gov]
Subject: FW: V/V Tracking Sheet
Attachments: V-V Application Tracking Sheet.xlsx

Updated sheet

Lauren Lemley
Office of Resources, Operations and Management, OARM
202-564-1290

From: Jablonski, Janice
Sent: Thursday, July 13, 2017 4:05 PM
To: Hardy, Michael <Hardy.Michael@epa.gov>
Cc: Lemley, Lauren <Lemley.Lauren@epa.gov>
Subject: RE: V/V Tracking Sheet

We will add grade and series.

From: Hardy, Michael
Sent: Thursday, July 13, 2017 4:00 PM
To: Jablonski, Janice <jablonski.janice@epa.gov>
Subject: Re: V/V Tracking Sheet

Thanks!

Michael Hardy
Acting Deputy Director, Office of Resources, Operations and Management
Office of Administration and Resources Management
US EPA
1200 Pennsylvania Avenue, NW
Washington, D.C. 20460
202-564-7899 - Work
571-344-5096 - Cell

On Jul 13, 2017, at 3:59 PM, Jablonski, Janice <jablonski.janice@epa.gov> wrote:

Yes. We have it. We would pull it from the Org Roster. This list is compiled from the system notifications we are receiving as applications come in.

We can add it.

From: Hardy, Michael
Sent: Thursday, July 13, 2017 3:58 PM
To: Jablonski, Janice <jablonski.janice@epa.gov>
Subject: Re: V/V Tracking Sheet

Not sure I follow... The series was indicated with the original communication broken out by each Program Office...

Michael Hardy
Acting Deputy Director, Office of Resources, Operations and Management
Office of Administration and Resources Management
US EPA
1200 Pennsylvania Avenue, NW
Washington, D.C. 20460
202-564-7899 - Work
571-344-5096 - Cell

On Jul 13, 2017, at 3:55 PM, Jablonski, Janice <jablonski.janice@epa.gov> wrote:

We would have to look that up. The SSC's will be checking eligibility factors in a later phase. This is basically the info from this early phase. I would be concerned that adding the that info would spark some opinions about who is in the pool and who is not, which is not something we want happening now. Those determinations are the purview of the SSCs at this stage.

Sent from my iPhone

On Jul 13, 2017, at 3:50 PM, Hardy, Michael <Hardy.Michael@epa.gov> wrote:

Maybe job series???

Michael Hardy
Acting Deputy Director, Office of Resources, Operations and Management
Office of Administration and Resources Management
US EPA
1200 Pennsylvania Avenue, NW
Washington, D.C. 20460
202-564-7899 - Work
571-344-5096 - Cell

On Jul 13, 2017, at 12:59 PM, Jablonski, Janice
<jablonski.janice@epa.gov> wrote:

Here's our tracker for V/V applications. Any other fields needed?

From: Lemley, Lauren
Sent: Thursday, July 13, 2017 12:57 PM
To: Jablonski, Janice <jablonski.janice@epa.gov>
Subject: V/V Tracking Sheet

Here you go. I'll keep it updated. Any columns you want added?

Lauren Lemley

Office of Resources, Operations and Management,
OARM
202-564-1290

<V-V Application Tracking Sheet.xlsx>

To: Lemley, Lauren[Lemley.Lauren@epa.gov]
Cc: Jablonski, Janice[jablonski.janice@epa.gov]; Hitchens, Lynnann[hitchens.lynnann@epa.gov]; Hardy, Michael[Hardy.Michael@epa.gov]; Hart, Debbi[Hart.Debbi@epa.gov]; Terris, Carol[Terris.Carol@epa.gov]; Coogan, Daniel[Coogan.Daniel@epa.gov]
From: Remmers, Janet
Sent: Fri 6/30/2017 4:46:35 PM
Subject: RE: OARM's Revised V/V Budget Information Tables

Thank you for your Budget Tables.

For Table B, in row A, this should be the 2017 Payroll amounts and not inflated for pay increases. (Pre-V/V payroll)

Your footnote indicates you included pay increases in the numbers.

Please can you revise Row A to show only the 2017 Payroll.

Thanks

Calculation Notes:

A – FY 2018 is FY 2017 with $\frac{3}{4}$ of 1.9% Raise; FY 2019 is FY 2017 with full 1.9% Raise.

Janet Remmers, Ph.D.

RPROS

Office of Budget/OCFO

Mail code: 2732A

office: 202-564-0548

aws: 301-593-7870

From: Lemley, Lauren
Sent: Friday, June 30, 2017 12:38 PM
To: Terris, Carol <Terris.Carol@epa.gov>; Remmers, Janet <Remmers.Janet@epa.gov>
Cc: Jablonski, Janice <jablonski.janice@epa.gov>; Hitchens, Lynnann <hitchens.lynnann@epa.gov>; Hardy, Michael <Hardy.Michael@epa.gov>; Hart, Debbi <Hart.Debbi@epa.gov>

Subject: OARM's Revised V/V Budget Information Tables

Hi Carol/Janet,

Please see OARM's Revised V/V Budget Information Tables attached. If you have any questions please let me know. Thank you!

Lauren Lemley

Office of Resources, Operations and Management, OARM

202-564-1290

Message

From: Jablonski, Janice [jablonski.janice@epa.gov]
Sent: 6/20/2017 4:25:55 PM
To: Hardy, Michael [Hardy.Michael@epa.gov]
Subject: RE: Draft - OARM-Customized Talking Points for Town Hall Meeting

We could. As is, it appears in the order of the template. That was so I didn't get lost and miss something.

Jan Jablonski, Director
Administrative Operations and Stewardship Division
Office of Resources, Operations and Management
Office of Administration and Resources Management
3102A
Room 3353A WJCN
(202) 564-9922
(202) 329-8052 (cell)

From: Hardy, Michael
Sent: Tuesday, June 20, 2017 12:23 PM
To: Jablonski, Janice <jablonski.janice@epa.gov>; Hitchens, Lynnann <hitchens.lynnann@epa.gov>; Showman, John <Showman.John@epa.gov>; Vizian, Donna <Vizian.Donna@epa.gov>
Cc: Cooper, Marian <Cooper.Marian@epa.gov>
Subject: RE: Draft - OARM-Customized Talking Points for Town Hall Meeting

Jan,

Just one question/comment... Does it make sense to list the OARM series from most offered to least on the second page?

Michael Hardy
Acting Deputy Director, Office of Resources, Operations and Management
Office of Administration and Resources Management
US EPA
1200 Pennsylvania Avenue, NW
Washington, D.C. 20460
202-564-7899 - Work
571-344-5096 - Cell

From: Jablonski, Janice
Sent: Tuesday, June 20, 2017 11:17 AM
To: Hitchens, Lynnann <hitchens.lynnann@epa.gov>; Hardy, Michael <Hardy.Michael@epa.gov>; Showman, John <Showman.John@epa.gov>; Vizian, Donna <Vizian.Donna@epa.gov>
Cc: Cooper, Marian <Cooper.Marian@epa.gov>
Subject: Draft - OARM-Customized Talking Points for Town Hall Meeting

Attached are the Town Hall V/V Talking Points customized for OARM. I have attempted to briefly summarize our request by geographic location. Please let me know if there are any questions or if I need to make any changes. Thanks.

Jan Jablonski, Director
Administrative Operations and Stewardship Division

Office of Resources, Operations and Management
Office of Administration and Resources Management
3102A
Room 3353A WJCN
(202) 564-9922
(202) 329-8052 (cell)

Message

From: Hardy, Michael [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=49C8348DCE4E4B8C890FF4C7D5E8F243-MICHAEL E. HARDY]
Sent: 5/23/2017 1:45:27 PM
To: Hitchens, Lynnann [hitchens.lynnann@epa.gov]
Subject: RE: V/V Template

Lynnann,

I spoke with Monisha and she's fine with the numbers. One question was what position was being restructured beyond the staff attorney?

Michael Hardy
Acting Deputy Director, Office of Resources, Operations and Management
Office of Administration and Resources Management
US EPA
1200 Pennsylvania Avenue, NW
Washington, D.C. 20460
202-564-7899 - Work
571-344-5096 - Cell

From: Hitchens, Lynnann
Sent: Tuesday, May 23, 2017 9:32 AM
To: Hardy, Michael <Hardy.Michael@epa.gov>
Subject: FW: V/V Template

Lynnann Hitchens
Acting Director, Office of Resources, Operations and Management
Office of Administration and Resources Management
P: 202-564-3184
M: 202-617-0738

From: Lemley, Lauren
Sent: Monday, May 22, 2017 4:22 PM
To: Hitchens, Lynnann <hitchens.lynnann@epa.gov>
Subject: V/V Template

Here is a version with names and total offers on the second tab.

Lauren Lemley
Office of Resources, Operations and Management, OARM
202-564-1290

Message

From: Hardy, Michael [Hardy.Michael@epa.gov]
Sent: 5/17/2017 4:39:41 PM
To: Lemley, Lauren [Lemley.Lauren@epa.gov]
Subject: Re: Updated OARM-WTTS Recruitment Report

Looks good! Please send to Lynnnann for comment with a note that you'd like to get this to John today.

Michael Hardy
Acting Deputy Director, Office of Resources, Operations and Management
Office of Administration and Resources Management
US EPA
1200 Pennsylvania Avenue, NW
Washington, D.C. 20460
202-564-7899 - Work
571-344-5096 - Cell

On May 17, 2017, at 12:05 PM, Lemley, Lauren <Lemley.Lauren@epa.gov> wrote:

Hi Michael,
Attached is the updated WTTS report I have color coded it:

Not Pursuing Action at this Time

Seeking Clarification if Candidates Can Be Onboarded

Moving Forward with Recruitment/Selection

Need PD Classified; Announcement on Hold

I think the ones in the green are in some cases superseded by whatever hiring restrictions are currently in place.

Lauren Lemley
Office of Resources, Operations and Management, OARM
202-564-1290

From: Hardy, Michael
Sent: Friday, May 05, 2017 11:03 AM
To: Lemley, Lauren <Lemley.Lauren@epa.gov>
Subject: FW: OARM-WTTS Recruitment Report (5/03/2017)

Lauren,

Can you compare the list of pending actions to what the Offices submitted for the potential VERA/VSIP? I would like to be able to remove items from the WTTS report that we know are not going to be pursued. At least have some idea of how to proceed before John requests a status update. Thanks!

Michael Hardy
Acting Deputy Director, Office of Resources, Operations and Management

Office of Administration and Resources Management
US EPA
1200 Pennsylvania Avenue, NW
Washington, D.C. 20460
202-564-7899 - Work
571-344-5096 - Cell

From: Showman, John
Sent: Wednesday, May 03, 2017 10:08 AM
To: Hitchens, Lynnann <hitchens.lynnann@epa.gov>; Hardy, Michael <Hardy.Michael@epa.gov>
Cc: Vizian, Donna <Vizian.Donna@epa.gov>
Subject: FW: OARM-WTTS Recruitment Report (5/03/2017)

Is OROM looking at this so we can bring closure on some of these actions that we probably aren't going to move forward with?

From: Bonner, Jerome
Sent: Wednesday, May 03, 2017 10:06 AM
To: Vizian, Donna <Vizian.Donna@epa.gov>; Showman, John <Showman.John@epa.gov>
Cc: Carter, Rick <Carter.Rick@epa.gov>; Scola, Jennifer <Scola.Jennifer@epa.gov>; Jablonski, Janice <jablonski.janice@epa.gov>; Hitchens, Lynnann <hitchens.lynnann@epa.gov>
Subject: OARM-WTTS Recruitment Report (5/03/2017)

Dear Colleagues,

Attached you will find your organization's overview summary from WTTS/FPPS listing actions that have been submitted to the SSC and the "end-to-end" status report. The overview report provides a snapshot of the number of recruitment/hire actions appearing current in FPPS/WTTS that have been submitted to the SSC and where they are in the hiring process. The "end-to-end" status report shows detailed status on each recruit action with the SSC. It is important to note that the reports are a "snapshot in time", which is indicated with the date stamp.

Please note future WTTS Recruitment Reports will be transmitted on a monthly basis.

Thanks
JB

Jerome W. Bonner
Environmental Protection Agency
Office of Administration and Resources Management - Cincinnati
Director, Human Resources
Cincinnati Human Resources Shared Service Center
Tel: 513.569.7950
Mobile: 513.518.4849

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in any unauthorized manner; to do so is strictly prohibited and may be unlawful. If you receive this email by mistake, please advise the sender immediately by using the reply facility in your mail software and delete it from your computer. "Information in this message may be subject to the Privacy Act (5 USC 552a) and should be treated accordingly."

From: Bonner, Jerome
Sent: Wednesday, April 12, 2017 3:04 PM
To: Donna Vizian (Vizian.Donna@epa.gov) <Vizian.Donna@epa.gov>; John Showman (Showman.John@epa.gov) <Showman.John@epa.gov>
Cc: Carter, Rick <Carter.Rick@epa.gov>; Scola, Jennifer <Scola.Jennifer@epa.gov>; Jablonski, Janice <jablonski.janice@epa.gov>
Subject: OARM-WTTS Recruitment Report (4/12/2017)

Dear Colleagues,

Attached you will find your organization's overview summary from WTTS/FPPS listing actions that have been submitted to the SSC and the "end-to-end" status report. The overview report provides a snapshot of the number of recruitment/hire actions appearing current in FPPS/WTTS that have been submitted to the SSC and where they are in the hiring process. The "end-to-end" status report shows detailed status on each recruit action with the SSC. It is important to note that the reports are a "snapshot in time", which is indicated with the date stamp.

Thanks
JB

Jerome W. Bonner
Environmental Protection Agency
Office of Administration and Resources Management - Cincinnati
Director, Human Resources
Cincinnati Human Resources Shared Service Center
Tel: 513.569.7950
Mobile: 513.518.4849

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From: Bonner, Jerome
Sent: Wednesday, March 29, 2017 9:34 AM
To: Donna Vizian (Vizian.Donna@epa.gov) <Vizian.Donna@epa.gov>; John Showman (Showman.John@epa.gov) <Showman.John@epa.gov>

Cc: Carter, Rick <Carter.Rick@epa.gov>; Scola, Jennifer <Scola.Jennifer@epa.gov>;
Jablonski, Janice <jablonski.janice@epa.gov>
Subject: OARM-WTTS Recruitment Report (3/29/2017)

Dear Colleagues,

Attached you will find your organization's overview summary from WTTS/FPPS listing actions that have been submitted to the SSC and the "end-to-end" status report. The overview report provides a snapshot of the number of recruitment/hire actions appearing current in FPPS/WTTS that have been submitted to the SSC and where they are in the hiring process. The "end-to-end" status report shows detailed status on each recruit action with the SSC. It is important to note that the reports are a "snapshot in time", which is indicated with the date stamp.

Please note we have revised the report to supplement the organizational code with the organization description.

The next report will be transmitted in two weeks.

Thanks
JB

Jerome W. Bonner
Environmental Protection Agency
Office of Administration and Resources Management - Cincinnati
Director, Human Resources
Cincinnati Human Resources Shared Service Center
Tel: 513.569.7950
Mobile: 513.518.4849

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From: Bonner, Jerome
Sent: Wednesday, March 15, 2017 5:05 PM
To: Donna Vizian (Vizian.Donna@epa.gov) <Vizian.Donna@epa.gov>; John Showman (Showman.John@epa.gov) <Showman.John@epa.gov>
Cc: Carter, Rick <Carter.Rick@epa.gov>; Scola, Jennifer <Scola.Jennifer@epa.gov>; Jablonski, Janice <jablonski.janice@epa.gov>; Bonner, Jerome <Bonner.Jerome@epa.gov>
Subject: OARM-WTTS Recruitment Report (3/15/2017)

Dear Colleagues,

Attached you will find your organization's overview summary from WTTS/FPPS listing actions that have been submitted to the SSC and the "end-to-end" status report. The overview report provides a snapshot of the number of recruitment/hire actions appearing current in FPPS/WTTS that have been submitted to the SSC and where they are in the hiring process. The "end-to-end" status report shows detailed status on each recruit action with the SSC. It is important to note that the reports are a "snapshot in time", which is indicated with the date stamp.

The next report will be transmitted in two weeks.

Thanks
JB

Jerome W. Bonner
Environmental Protection Agency
Office of Administration and Resources Management -
Cincinnati
Director, Human Resources
Cincinnati Human Resources Shared Service Center
Tel: 513.569.7950
Mobile: 513.518.4849

<Updated WTTS_Customer Report_OARM_3MAY2017 5.17.2017.xlsx>

Message

From: Hardy, Michael [Hardy.Michael@epa.gov]
Sent: 7/13/2017 7:50:00 PM
To: Jablonski, Janice [jablonski.janice@epa.gov]
CC: Hitchens, Lynnann [hitchens.lynnann@epa.gov]; Lemley, Lauren [Lemley.Lauren@epa.gov]
Subject: Re: V/V Tracking Sheet

Maybe job series???

Michael Hardy
Acting Deputy Director, Office of Resources, Operations and Management
Office of Administration and Resources Management
US EPA
1200 Pennsylvania Avenue, NW
Washington, D.C. 20460
202-564-7899 - Work
571-344-5096 - Cell

On Jul 13, 2017, at 12:59 PM, Jablonski, Janice <jablonski.janice@epa.gov> wrote:

Here's our tracker for V/V applications. Any other fields needed?

From: Lemley, Lauren
Sent: Thursday, July 13, 2017 12:57 PM
To: Jablonski, Janice <jablonski.janice@epa.gov>
Subject: V/V Tracking Sheet

Here you go. I'll keep it updated. Any columns you want added?

Lauren Lemley
Office of Resources, Operations and Management, OARM
202-564-1290

<V-V Application Tracking Sheet.xlsx>

Message

From: Hardy, Michael [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=49C8348DCE4E4B8C890FF4C7D5E8F243-MICHAEL E. HARDY]
Sent: 4/26/2017 12:15:50 PM
To: Jablonski, Janice [jablonski.janice@epa.gov]
Subject: RE: EPA Workforce Reshaping Information

Got it

Michael Hardy
Acting Deputy Director, Office of Resources, Operations and Management
Office of Administration and Resources Management
US EPA
1200 Pennsylvania Avenue, NW
Washington, D.C. 20460
202-564-7899 - Work
571-344-5096 - Cell

From: Jablonski, Janice
Sent: Wednesday, April 26, 2017 8:15 AM
To: Hardy, Michael <Hardy.Michael@epa.gov>
Subject: FW: EPA Workforce Reshaping Information

Jan Jablonski, Director
Administrative Operations and Stewardship Division
Office of Resources, Operations and Management
Office of Administration and Resources Management
3102A
Room 3353A WJCN
(202) 564-9922
(202) 329-8052 (cell)

From: Hitchens, Lynnann
Sent: Wednesday, April 19, 2017 9:37 PM
To: Jablonski, Janice <jablonski.janice@epa.gov>
Subject: Fwd: EPA Workforce Reshaping Information

Memo and attachments.

Sent from my iPhone

Begin forwarded message:

From: "Vizian, Donna" <Vizian.Donna@epa.gov>
To: "Hitchens, Lynnann" <hitchens.lynnann@epa.gov>
Cc: "Showman, John" <Showman.John@epa.gov>
Subject: FW: EPA Workforce Reshaping Information

Wanted you to know that I shared this with the ARAs. Let's talk about what you should communicate to them tomorrow. We also need a lead for our package. Should that be Dan? Jan? you?

From: Vizian, Donna

Sent: Monday, April 17, 2017 5:01 PM

To: 2017HQfirstassistants <2017HQfirstassistants@epa.gov>; 2017Regionfirstassistants <2017Regionfirstassistants@epa.gov>

Cc: DAA-Career <DAACareer@epa.gov>; DRA <DRA@epa.gov>; Brincks, Mike <brincks.mike@epa.gov>; Buhl, Rick <Buhl.Rick@epa.gov>; Carter, Rick <Carter.Rick@epa.gov>; Esher, Diana <Esher.Diana@epa.gov>; Graves, Kimberly <graves.kimberly@epa.gov>; Harmon, Russell <Harmon.Russell@epa.gov>; Helm, Arron <Helm.Arron@epa.gov>; Kenyon, Michael <Kenyon.Michael@epa.gov>; Lapierre, Kenneth <lapierre.kenneth@epa.gov>; Lindsay, Nancy <Lindsay.Nancy@epa.gov>; Manna, Richard <Manna.Richard@epa.gov>; McDonald, James <McDonald.James@epa.gov>; McIlwain, Serena <McIlwain.Serena@epa.gov>; Newton, Cheryl <Newton.Cheryl@epa.gov>; Sanders, Amy <Sanders.Amy@epa.gov>; Tellis, Vickie <Tellis.Vickie@epa.gov>; Westenberger, Andrea <Westenberger.Andrea@epa.gov>; Gray, Linda <gray.linda@epa.gov>; Hart, Debbi <Hart.Debbi@epa.gov>

Subject: EPA Workforce Reshaping Information

Importance: High

Hi Everyone,

Following up on Mike's message, attached is the material to guide you through your workforce reshaping submission which should focus on your current organizational structure and achieving efficiencies. As we agreed, the first step will be for each NPM to work with the lead region to draft a proposal for their programs where appropriate. The submission should be no more than one page and sent to Debbi Hart with a copy to me by May 5th. OARM will compile this information and schedule a meeting for us to discuss. This does not prohibit a reshaping that is specific to your office.

The attached VERA/VSIP materials is intended to guide your submission of a brief, office-specific business case and a spreadsheet of your targeted positions. Remember that this time around we are looking to compiling all office-specific information into one agency-level business case. Specifically you must review the **VERA/VSIP Checklist** and follow the instructions there to complete your office's 2-page business case. You must also populate the **Targeted Positions Template** Excel file for your office (this spreadsheet is pre-populated with VERA/VSIP eligibility data for your office). The other attached files provide you with VERA/VSIP background information and guidance as you prepare your submittals (see listing and explanation below).

Your office submittals will be compiled into one, agency-level VERA/VSIP proposal that will ultimately be submitted to OPM and OMB for review and approval. Your program or regional office must provide the following documentation to Debbi Hart, director, Policy, Planning and Training Divisions, **no later than May 24, 2017**.

1. Two-page summary of your business case (following the detailed instructions in the VERA/VSIP Business Case Checklist attached)
2. Completed Targeted Positions Template for your office (Excel file attached)
3. Current and proposed post VERA/VSIP organization chart for your office

Should you have questions, please contact me at (202) 564-4600 or Linda Gray, director, Office of Human Resources, at (202) 564-4606. Please have your staff contact Debbi Hart or Loretta Hunt.

Best,
Donna

List of Attachments

1. V-V Business Case Checklist – Follow checklist to complete your two-page business case.
2. Targeted Positions Template – Pre-populated with your office's V/V eligibility numbers; complete for your office Targeted Positions (columns F-S).
3. VERA/VSIP Overview PowerPoint – review for a quick refresh on V/V authorities and a description of this year's submittal process.
4. Guiding Questions – suggestions for workforce reshaping drivers, skill set needs and other items to consider as you develop your business case.
5. Example Theme and Justifications – an example theme focused on reducing the number of nonsupervisory, high-graded (i.e., GS 13, 14 and 15) positions and a listing of past V/V justifications.
6. VERA and VSIP Guides from OPM – provide additional details on the two authorities.

Message

From: Hardy, Michael [Hardy.Michael@epa.gov]
Sent: 7/13/2017 8:13:22 PM
To: Jablonski, Janice [jablonski.janice@epa.gov]
Subject: Re: V/V Tracking Sheet

Caveat the chart as appropriate to reduce OD confusion/expectations.

Michael Hardy
Acting Deputy Director, Office of Resources, Operations and Management
Office of Administration and Resources Management
US EPA
1200 Pennsylvania Avenue, NW
Washington, D.C. 20460
202-564-7899 - Work
571-344-5096 - Cell

On Jul 13, 2017, at 4:09 PM, Jablonski, Janice <jablonski.janice@epa.gov> wrote:

Lynnann wanted to share this with the Directors.

From: Hardy, Michael
Sent: Thursday, July 13, 2017 4:09 PM
To: Jablonski, Janice <jablonski.janice@epa.gov>
Subject: Re: V/V Tracking Sheet

Just for us...

Michael Hardy
Acting Deputy Director, Office of Resources, Operations and Management
Office of Administration and Resources Management
US EPA
1200 Pennsylvania Avenue, NW
Washington, D.C. 20460
202-564-7899 - Work
571-344-5096 - Cell

On Jul 13, 2017, at 4:07 PM, Jablonski, Janice <jablonski.janice@epa.gov> wrote:

I am concerned that it will prompt people to be tracking against their totals and they should not do that because there are eligibility factors that the SSCs need to assess and determine. Just trying to manage expectations.

From: Hardy, Michael
Sent: Thursday, July 13, 2017 4:00 PM

To: Jablonski, Janice <jablonski.janice@epa.gov>

Subject: Re: V/V Tracking Sheet

Thanks!

Michael Hardy

Acting Deputy Director, Office of Resources, Operations and Management

Office of Administration and Resources Management

US EPA

1200 Pennsylvania Avenue, NW

Washington, D.C. 20460

202-564-7899 - Work

571-344-5096 - Cell

On Jul 13, 2017, at 3:59 PM, Jablonski, Janice <jablonski.janice@epa.gov> wrote:

Yes. We have it. We would pull it from the Org Roster. This list is compiled from the system notifications we are receiving as applications come in.

We can add it.

From: Hardy, Michael

Sent: Thursday, July 13, 2017 3:58 PM

To: Jablonski, Janice <jablonski.janice@epa.gov>

Subject: Re: V/V Tracking Sheet

Not sure I follow... The series was indicated with the original communication broken out by each Program Office...

Michael Hardy

Acting Deputy Director, Office of Resources, Operations and

Management

Office of Administration and Resources Management

US EPA

1200 Pennsylvania Avenue, NW

Washington, D.C. 20460

202-564-7899 - Work

571-344-5096 - Cell

On Jul 13, 2017, at 3:55 PM, Jablonski, Janice

<jablonski.janice@epa.gov> wrote:

We would have to look that up. The SSC's will be checking eligibility factors in a later phase. This is basically the info from this early phase. I would be concerned that adding the that info would spark some opinions about who is in the pool and who is not, which is not something we want happening now. Those determinations are the purview of the SSCs at this stage.

Sent from my iPhone

On Jul 13, 2017, at 3:50 PM, Hardy, Michael
<Hardy.Michael@epa.gov> wrote:

Maybe job series???

Michael Hardy
Acting Deputy Director, Office of
Resources, Operations and
Management
Office of Administration and Resources
Management
US EPA
[1200 Pennsylvania Avenue, NW](#)
[Washington, D.C. 20460](#)
202-564-7899 - Work
571-344-5096 - Cell

On Jul 13, 2017, at 12:59 PM, Jablonski,
Janice <jablonski.janice@epa.gov>
wrote:

Here's our tracker for
V/V applications. Any
other fields needed?

From: Lemley, Lauren
Sent: Thursday, July 13,
2017 12:57 PM
To: Jablonski, Janice
<jablonski.janice@epa.gov>
Subject: V/V Tracking
Sheet

Here you go. I'll keep it
updated. Any columns
you want added?

Lauren Lemley
Office of Resources,
Operations and
Management, OARM
202-564-1290

<V-V Application
Tracking Sheet.xlsx>

Message

From: Hardy, Michael [Hardy.Michael@epa.gov]
Sent: 6/18/2017 4:46:31 PM
To: Vizian, Donna [Vizian.Donna@epa.gov]
CC: Showman, John [Showman.John@epa.gov]; Hitchens, Lynnann [hitchens.lynnann@epa.gov]
Subject: Re: OARM V/V

I was thinking Jan Jablonski...

Michael Hardy
Acting Deputy Director, Office of Resources, Operations and Management
Office of Administration and Resources Management
US EPA
1200 Pennsylvania Avenue, NW
Washington, D.C. 20460
202-564-7899 - Work
571-344-5096 - Cell

On Jun 18, 2017, at 12:21 PM, Vizian, Donna <Vizian.Donna@epa.gov> wrote:

Hi. We need a plan on how to let the OARM employees in the pool to be notified. We have the all employees planned but who will individuals ask if they are included?

Message

From: Hunt, Loretta [Hunt.Loretta@epa.gov]
Sent: 6/29/2017 6:46:56 PM
To: Hart, Debbi [Hart.Debbi@epa.gov]
Subject: RE: EPA Draft VERA/VSIP Request Email 2 of 3 - OPM's Responses to Draft Targeted Positions In 22 Offices-- 6-29-2017

Yes

Loretta L. Hunt
Branch Chief
Policy and Accountability Branch
Policy, Planning and Training Division
Office of Human Resources
U.S. EPA
Phone: (202) 564-6963
Email: hunt.loretta@epa.gov

From: Hart, Debbi
Sent: Thursday, June 29, 2017 2:46 PM
To: Hunt, Loretta <Hunt.Loretta@epa.gov>
Subject: RE: EPA Draft VERA/VSIP Request Email 2 of 3 - OPM's Responses to Draft Targeted Positions In 22 Offices-- 6-29-2017

Are you done with your call

Debbi Hart
Director
Policy, Planning & Training Division
OHR, OARM
USEPA
202.564.2011
hart.debbi@epa.gov

From: Hunt, Loretta
Sent: Thursday, June 29, 2017 2:46 PM
To: Hart, Debbi <Hart.Debbi@epa.gov>
Subject: FW: EPA Draft VERA/VSIP Request Email 2 of 3 - OPM's Responses to Draft Targeted Positions In 22 Offices-- 6-29-2017
Importance: High

This is bad!!!!!!!!!!!!!!!!!!!!!! We need to talk ASAP.

Loretta L. Hunt
Branch Chief
Policy and Accountability Branch
Policy, Planning and Training Division
Office of Human Resources
U.S. EPA
Phone: (202) 564-6963
Email: hunt.loretta@epa.gov

From: Snowden, Gregory A [<mailto:Gregory.Snowden@opm.gov>]
Sent: Thursday, June 29, 2017 1:46 PM
To: Hunt, Loretta <Hunt.Loretta@epa.gov>
Cc: Coleman, Darrell E <Darrell.Coleman@opm.gov>; Butler, Monica <Monica.Butler@opm.gov>; Hart, Debbi <Hart.Debbi@epa.gov>
Subject: EPA Draft VERA/VSIP Request Email 2 of 3 - OPM's Responses to Draft Targeted Positions In 22 Offices-- 6-29-2017

Good afternoon Loretta,

Attached please find OPM's comments/responses to EPA's Draft Targeted Positions under the VSIP plan for 22 offices. Thank you.

Gregory Snowden
OPM

From: Hunt, Loretta [<mailto:Hunt.Loretta@epa.gov>]
Sent: Friday, June 16, 2017 7:13 PM
To: Snowden, Gregory A; Mahoney, Michael J; Coleman, Darrell E; Thornton, Cathryn; Butler, Monica; Mulligan, James S. EOP/OMB
Cc: Vizian, Donna; Showman, John; Gray, Linda; Carpenter, Wesley; Hart, Debbi; Parker, Gary
Subject: Re: EPA Draft VERA/VSIP Request Email 2 of 3

EPA's targeted position spreadsheet.

From: Hunt, Loretta
Sent: Friday, June 16, 2017 6:55 PM
To: Snowden, Gregory A; Mahoney, Michael J; Coleman, Darrell E; Thornton, Cathryn; Butler, Monica; Mulligan, James S. EOP/OMB
Cc: Vizian, Donna; Showman, John; Gray, Linda; Carpenter, Wesley; Hart, Debbi; Parker, Gary
Subject: EPA Draft VERA/VSIP Request Email 1 of 3

The U.S. Environmental Protection Agency is submitting a draft VERA/VSIP request to OPM and OMB for review and comment. The agency is submitting one overall request but specific details are included for each program and regional office since the needs of each organization varies. The agency is submitting the following documentation:

1. EPA's VSIP Request (.pdf)
2. EPA's VERA Request (.pdf)
3. Business cases (all contained in one Word file; the Table of Contents provides direct links to each of our 22 business cases)
4. Targeted positions spreadsheets for each office (Excel file)
5. Organization charts (one .pdf file)
6. Agency level analysis/summary slides (PowerPoint)

We will send three emails containing the agency's draft request and supporting documentation.

Should you have any questions or concerns about EPA's request, you may contact me at hunt.loretta@epa.gov; (202)564-6963 or Debbi Hart at hart.debbi@epa.gov; (202) 564-2011.

Thank you in advance for your assistance with EPA's workforce reshaping efforts.

To: Hart, Debbi[Hart.Debbi@epa.gov]
From: Fowler, Joshua
Sent: Mon 7/3/2017 6:08:30 PM
Subject: RE: V/V Budget Tables update information-status

You too!

Josh Fowler

Human Resources Officer

EPA Region 8

1595 Wynkoop St. Denver, CO 80212

fowler.joshua@epa.gov

303-312-6348 (work)

720-287-9266 (cell)

From: Hart, Debbi
Sent: Monday, July 3, 2017 12:08 PM
To: Fowler, Joshua <Fowler.Joshua@epa.gov>
Cc: Remmers, Janet <Remmers.Janet@epa.gov>
Subject: RE: V/V Budget Tables update information-status

Josh—appreciate it. Have a fantastic holiday!

From: Fowler, Joshua
Sent: Monday, July 03, 2017 2:06 PM
To: Hart, Debbi <Hart.Debbi@epa.gov>; Lane, Vicki <Lane.Vicki@epa.gov>
Cc: Remmers, Janet <Remmers.Janet@epa.gov>
Subject: RE: V/V Budget Tables update information-status

Region 8's is complete and should be coming shortly. Beth Greenwald will be the sender.

Josh Fowler

Human Resources Officer

EPA Region 8

1595 Wynkoop St. Denver, CO 80212

fowler.joshua@epa.gov

303-312-6348 (work)

720-287-9266 (cell)

From: Hart, Debbi

Sent: Monday, July 3, 2017 12:05 PM

To: Lane, Vicki <Lane.Vicki@epa.gov>; Fowler, Joshua <Fowler.Joshua@epa.gov>

Cc: Remmers, Janet <Remmers.Janet@epa.gov>

Subject: FW: V/V Budget Tables update information-status

Importance: High

Hello Vicki and Josh—

Can you guys please give us a status update on your budget tables? Thanks in advance. Debbi

Debbi Hart
Director

Policy, Planning & Training Division
OHR, OARM
USEPA
202.564.2011
hart.debbi@epa.gov

From: Remmers, Janet
Sent: Monday, July 03, 2017 1:51 PM
To: Hart, Debbi <Hart.Debbi@epa.gov>
Subject: RE: V/V Budget Tables update information-status

I have not heard anything from R8 and R9. I don't even know if anyone is in today.

It would be great if you could try to reach out to R8 and R9 HRO or PMO.

Thanks

Janet Remmers, Ph.D.

RPROS

Office of Budget/OCFO

Mail code: 2732A

office: 202-564-0548

aws: 301-593-7870

From: Remmers, Janet
Sent: Saturday, July 01, 2017 6:32 AM
To: 'Tim Fontaine' <Fontaine.Tim@epa.gov>; Standifer, Juanita <Standifer.Juanita@epa.gov>; Maher, Karen <Maher.Karen@epa.gov>; Soward, Ruth-Alene <Soward.Ruth-Alene@epa.gov>; McCluney, Lance <McCluney.Lance@epa.gov>; Janowiak, Susan <Janowiak.susan@epa.gov>; Eubanks, Kristy <Eubanks.Kristy@epa.gov>; Klinker, Wendy <Klinker.Wendy@epa.gov>; Greenwald, Beth <Greenwald.Beth@epa.gov>; Bielenberg, Ben <Bielenberg.Ben@epa.gov>; Wong, Melissa <wong.melissa@epa.gov>

Subject: FW: V/V Budget Tables update information-status

Status update on the V/V Budget Tables submissions: Still need: OW, OEI, OCFO, OA, R03, R04, R07- needs corrections, R08, R09

I know in some offices this exercise is being done by the HRO or PMO. They would need help from the budget community.

We would greatly appreciate your help in getting these completed by Monday, July 3rd.

I am finding that folks are making this too complicated. It should be fairly simple. Here are some suggestions:

Row A should be the 2017 Opplan payroll (Pre-V/V). it should be the same in FY18 and FY19 columns.

Rows B and C should be \$0 in both FY18 and FY19

Row D: this should be FY17 pay minus pay for the max offer positions . it should be the same in FY18 and Fy19 columns.

Row E: Pay for New Hires in FY 18 should be half of the pay in FY19. It is assumed the new hires will come onboard mid-year.

Row G should be the 2017 opplan WCF. it should be the same number in FY18 and FY19 columns.

Row H should be the 2017 WCF minus WCF for max offer positions. it should be the same number in FY18 and FY19 columns.

Row I WCF for New Hires in FY 18 should be half of the pay in FY19. It is assumed the new hires will come onboard mid-year.

Please feel free to call me on 202-564-0548 if you have questions.

Janet Remmers, Ph.D.

RPROS

Office of Budget/OCFO

Mail code: 2732A

office: 202-564-0548

aws: 301-593-7870

From: Shanahan, Katherine

Sent: Friday, June 30, 2017 10:14 AM

To: Pastalove, Barbara <Pastalove.Barbara@epa.gov>; Rubel, Robert <Rubel.Robert@epa.gov>; McManus, Catharine <mcmanus.catharine@epa.gov>; Burrows, Eileen <BURROWS.EILEEN@EPA.GOV>; Schwartz, Barbara <Schwartz.Barbara@epa.gov>; Sanders, Amy <Sanders.Amy@epa.gov>; Breneman, Sara <breneman.sara@epa.gov>; Marlinga, Richard <marlinga.richard@epa.gov>; Rodriguez, Ray <Rodriguez.Ray@epa.gov>; Hill, Troy <Hill.Troy@epa.gov>; Price, Patricia <price.patricia@epa.gov>; Fowler, Joshua <Fowler.Joshua@epa.gov>; Lane, Vicki <Lane.Vicki@epa.gov>; Barber, Anthony <Barber.Anthony@epa.gov>; OCFO-SBO <OCFOSBO@epa.gov>; OCFO-Regional-Comptroller <OCFORegionalComptroller@epa.gov>; OHR PMOs <OHR_PMOs@epa.gov>; Terris, Carol <Terris.Carol@epa.gov>; Remmers, Janet <Remmers.Janet@epa.gov>; Baden, Beth <Baden.Beth@epa.gov>; Klinker, Wendy <Klinker.Wendy@epa.gov>; Ajabi, Laurel <Ajabi.Laurel@epa.gov>

Cc: McDonald, James <McDonald.James@epa.gov>; Kenyon, Michael <Kenyon.Michael@epa.gov>

Subject: V/V Budget Tables update information

Good Morning Everyone

As Janet and Carol promised on yesterday's conference calls, please find attached the V/V Budget Tables update. In addition to the table template, Janet has included some Best Practices and clarified that the calculations should be based on the

“Maximum number of offers that would be accepted”.

If you were unable to make the call and are unclear as to your next steps, please feel free to call me at 617-918-1619 and I will explain what was discussed during the call. If you have specific finance questions, Janet Remmers at 202-564-0548, is taking the lead for OCFO on the budget portion of the V/V submission.

Please Note: I went through every message that indicated yesterday's meeting invite had been forwarded. I typed in the names individually and while some added to the Address list, most did not. It appears that their names already appeared on either the Budget Officer Mail list or the Comptroller Mail list. Thus, if you do not see their individual name above, rest assured they were not missed!

Thank you

Kathie Shanahan

Human Resource Officer

EPA New England Region 1

617-918-1619

From: Westenberger, Andrea
Location: Ex. 6 - Personal Privacy access code Ex. 6 - Personal Privacy
Importance: Normal
Subject: Updating guidance for V/V for regions
Start Date/Time: Wed 5/10/2017 5:00:00 PM
End Date/Time: Wed 5/10/2017 5:30:00 PM

→ [Join Skype Meeting](#)

Let's work together to compare notes/questions from Tuesday's call w/ OARM and regions on V/V so OARM can send updated guidance/info to the regions.

Lynnann – I see that you're not available so please share your notes/discuss with Debbi/Loretta beforehand if possible

To: Showman, John[Showman.John@epa.gov]; Hunt, Loretta[Hunt.Loretta@epa.gov]
Cc: Hart, Debbi[Hart.Debbi@epa.gov]
From: Vizian, Donna
Sent: Thur 8/3/2017 8:28:48 PM
Subject: RE: EPA's VERA/VSIP Request -

And I already sent to Mark.....

From: Showman, John
Sent: Thursday, August 03, 2017 4:20 PM
To: Hunt, Loretta <Hunt.Loretta@epa.gov>
Cc: Vizian, Donna <Vizian.Donna@epa.gov>; Hart, Debbi <Hart.Debbi@epa.gov>
Subject: RE: EPA's VERA/VSIP Request -

That's because I was on the phone with him on a different topic and raised it with him and mentioned Donna might be reaching out to Mark ☺

From: Hunt, Loretta
Sent: Thursday, August 03, 2017 4:10 PM
To: Vizian, Donna <Vizian.Donna@epa.gov>; Showman, John <Showman.John@epa.gov>
Cc: Gray, Linda <gray.linda@epa.gov>; Carpenter, Wesley <Carpenter.Wesley@epa.gov>; Hart, Debbi <Hart.Debbi@epa.gov>
Subject: FW: EPA's VERA/VSIP Request -

Donna,

Just heard from Mike Mahoney.

Loretta L. Hunt

Branch Chief

Policy and Accountability Branch

Policy, Planning and Training Division

Office of Human Resources

U.S. EPA

Phone: (202) 564-6963

Email: hunt.loretta@epa.gov

From: Mahoney, Michael J [<mailto:Mike.Mahoney@opm.gov>]
Sent: Thursday, August 03, 2017 4:06 PM
To: Hunt, Loretta <Hunt.Loretta@epa.gov>
Cc: Snowden, Gregory A <Gregory.Snowden@opm.gov>
Subject: RE: EPA's VERA/VSIP Request -

Loretta,

Gregory's been on leave this week to attend to a family matter. He should be back on email tomorrow or Monday...he will respond as soon as returns

Thanks for our patience

-mike

From: Hunt, Loretta [<mailto:Hunt.Loretta@epa.gov>]
Sent: Monday, July 31, 2017 3:38 PM
To: Snowden, Gregory A; Mahoney, Michael J; Grossman, Andrea L. EOP/OMB; Hickey, Mike J. EOP/OMB
Cc: Hart, Debbi; Parker, Gary
Subject: RE: EPA's VERA/VSIP Request -
Importance: High

Gregory/Mike,

The agency's OCFO has now requested the same flexibility. Our application window just closed and the agency received less than applications.

Can we modify the business case at the agency level so I don't have to keep running to OPM and OMB for adjustments?

I could add the following to the introduction section:

"Given the pool of available candidates across our program and regional offices, the agency would like to request the flexibility to increase (or decrease) the offer number in one or more categories if necessary, with the understanding that the overall cap for each program or regional office (as identified in sections II-XXIII below) cannot be exceeded."

Thanks in advance for your review and assistance.

Loretta L. Hunt

Branch Chief

Policy and Accountability Branch

Policy, Planning and Training Division

Office of Human Resources

U.S. EPA

Phone: (202) 564-6963

Email: hunt.loretta@epa.gov

From: Hunt, Loretta

Sent: Friday, July 28, 2017 4:26 PM

To: Snowden, Gregory A <Gregory.Snowden@opm.gov>; Mahoney, Michael J

<Mike.Mahoney@opm.gov>; Grossman, Andrea L. EOP/OMB

Ex. 6 - Personal Privacy

Hickey, Mike J. EOP/OMB

Ex. 6 - Personal Privacy

Cc: Hart, Debbi <Hart.Debbi@epa.gov>; Parker, Gary <parker.gary@epa.gov>

Subject: Re: EPA's VERA/VSIP Request -

Gregory/Mike,

EPA would like to request adjustment flexibility for our Region 6 office:

"Given the pool of available candidates across our offices, Region 6 would like to request the flexibility to increase (or decrease) the offer number in one or more categories if necessary, with the understanding that the overall cap of cannot be exceeded."

The language has been added to the agency's business case (attached, pg. 44)

No new positions are being added and we're not asking to change the date of the agency's authority.

Please provide approval or disapproval of this change.

Thank you for your assistance and have a good weekend.

From: Snowden, Gregory A <Gregory.Snowden@opm.gov>

Sent: Thursday, July 13, 2017 2:39 PM

To: Hunt, Loretta; Mahoney, Michael J; Grossman, Andrea L. EOP/OMB; Hickey, Mike J. EOP/OMB
Cc: Hart, Debbi
Subject: RE: EPA's VERA/VSIP Request -

Hello Loretta,

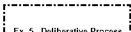
As long as the VERA and VSIP authorities are NOT amended to add new positions or the current dates extended, we can include the updated business plan in the current case file. Thanks.

Gregory Snowden

OPM

From: Hunt, Loretta [<mailto:Hunt.Loretta@epa.gov>]
Sent: Thursday, July 13, 2017 9:42 AM
To: Mahoney, Michael J; Snowden, Gregory A; Grossman, Andrea L. EOP/OMB; Hickey, Mike J. EOP/OMB
Cc: Hart, Debbi
Subject: RE: EPA's VERA/VSIP Request -
Importance: High

Gregory/Mike,

The Office of Research and Development pointed out that we forgot to include in the business case their request to adjust offers amongst offices as long as they do not exceed their max offers of 

Does the addition of this language require an amendment?

The addition is in the third paragraph, pg. 29 (attached). It now reads:

Given the pool of available candidates across our offices, ORD would like to request the flexibility to increase (or decrease) the offer number in one or more categories if necessary, with the understanding that the overall cap of cannot be exceeded.

Loretta L. Hunt

Branch Chief

Policy and Accountability Branch

Policy, Planning and Training Division

Office of Human Resources

U.S. EPA

Phone: (202) 564-6963

Email: hunt.loretta@epa.gov

From: Mahoney, Michael J [<mailto:Mike.Mahoney@opm.gov>]

Sent: Monday, July 10, 2017 2:32 PM

To: Hunt, Loretta <Hunt.Loretta@epa.gov>; Snowden, Gregory A <Gregory.Snowden@opm.gov>

Cc: Hart, Debbi <Hart.Debbi@epa.gov>

Subject: RE: EPA's VERA/VSIP Request

Here tis'...

-mike

From: Hunt, Loretta [<mailto:Hunt.Loretta@epa.gov>]
Sent: Monday, July 10, 2017 11:13 AM
To: Mahoney, Michael J; Snowden, Gregory A
Cc: Hart, Debbi
Subject: EPA's VERA/VSIP Request
Importance: High

Mike/Gregory,

Is the approval for EPA's request being signed today? Thanks.

Loretta L. Hunt

Branch Chief

Policy and Accountability Branch

Policy, Planning and Training Division

Office of Human Resources

U.S. EPA

Phone: (202) 564-6963

Email: hunt.loretta@epa.gov

Message

Sent: 7/14/2017 2:29:07 PM
To: Helm, Arron [Helm.Arron@epa.gov]
CC: Hunt, Loretta [Hunt.Loretta@epa.gov]
Subject: RE: VERA VSIP Applications Received

LOL—wow1 I'm guessing just under 400

Debbi Hart
Director
Policy, Planning & Training Division
OHR, OARM
USEPA
202.564.2011
hart.debbi@epa.gov

From: Helm, Arron
Sent: Friday, July 14, 2017 10:19 AM
To: Hart, Debbi <Hart.Debbi@epa.gov>
Cc: Hunt, Loretta <Hunt.Loretta@epa.gov>
Subject: Re: VERA VSIP Applications Received

635 applicants is my guess.

Sent from my iPhone

On Jul 14, 2017, at 9:43 AM, Hart, Debbi <Hart.Debbi@epa.gov> wrote:

Thanks—not bad for day 1 I guess. What is your estimate for what our total will be? I'm doing an informal poll!

From: Helm, Arron
Sent: Thursday, July 13, 2017 7:49 PM
To: Hunt, Loretta <Hunt.Loretta@epa.gov>; Hart, Debbi <Hart.Debbi@epa.gov>
Subject: Fwd: VERA VSIP Applications Received

FYI. Today's count.

Sent from my iPhone

Begin forwarded message:

From: "Helm, Arron" <Helm.Arron@epa.gov>
Date: July 13, 2017 at 4:16:42 PM EDT
To: "Vizian, Donna" <Vizian.Donna@epa.gov>, "Showman, John" <Showman.John@epa.gov>, "Carter, Rick" <Carter.Rick@epa.gov>
Subject: Fwd: VERA VSIP Applications Received

See below.
Sent from my iPhone

Begin forwarded message:

From: "Martinson, Alice" <Martinson.Alice@epa.gov>
Date: July 13, 2017 at 4:04:38 PM EDT
To: "Helm, Arron" <Helm.Arron@epa.gov>, "Collins, BJ" <Collins.BJ@epa.gov>, "Carter, Rick" <Carter.Rick@epa.gov>, "Atkinson, Ryan" <Atkinson.Ryan@epa.gov>, "Taylor, Jeremy" <Taylor.Jeremy@epa.gov>, "Bonner, Jerome" <Bonner.Jerome@epa.gov>, "Engebretson, Lizabeth" <Engebretson.Lizabeth@epa.gov>
Cc: "Mairose, Sue" <Mairose.Sue@epa.gov>, "Davis, Cathy" <Davis.Cathy@epa.gov>, "Jimenez, Elaine" <Jimenez.Elaine@epa.gov>
Subject: VERA VSIP Applications Received

As of 4:00 this afternoon, VERA/VSIP applications have been received agency-wide.

Below is the breakdown by Program/Region.

Program or Region	Total	
AO	<div>Ex. 5 - Deliberative Process</div>	
OAR		
OARM		
OCFO		
OCSP		
OECA		
OEI		
OGC		
OITA		
ORD		
OW		
Region 1		
Region 10		
Region 2		
Region 3		
Region 4		
Region 5		
Region 6		
Region 7		
Region 8		
Region 9		
Total:		
<div>Ex. 5 - Deliberative Process</div>		

For comparison, here's what we received in the first few days of the past 2 VERA/VSIP windows:

Application Period	Day 1	Day 2	Day 3	% of Tot
October 2014	33	100	36	
February 2014	237	65	27	

~ Alice

Alice Martinson
Acting Section Chief, RTP-SSC
U.S. Environmental Protection Agency
OARM/HRMD-RTP (MD-C639-02)
Research Triangle Park, NC 27711
voice: 919-541-5420
fax: 919-541-1360

<image001.jpg>

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Message

From: Hunt, Loretta [Hunt.Loretta@epa.gov]
Sent: 8/8/2017 10:06:03 PM
To: Davis, Cathy [Davis.Cathy@epa.gov]
CC: Vaughan, Pat [Vaughan.Pat@epa.gov]; Hart, Debbi [Hart.Debbi@epa.gov]; Taylor, Jeremy [Taylor.Jeremy@epa.gov]; Atkinson, Ryan [Atkinson.Ryan@epa.gov]
Subject: RE: ORD V/V offers
Attachments: EPA Targeted positions 8-2-17.xlsx
Importance: High

Cathy/Pat,

I contacted OPM about another office that had an obvious error on their targeted position chart. It seems that OPM considers a change to the chart to be significant, even when it's an obvious error.

I asked to speak with the OPM SME tomorrow about the matter. However, I need to be transparent there was also an error on ORD's chart.

Please modify ORD's chart to reflect the correct offers ASAP. The last version we tried to correct is attached. If I can get OPM's ear tomorrow, I want to be able to give them the corrected information.

Thanks.

Loretta L. Hunt
Branch Chief
Policy and Accountability Branch
Policy, Planning and Training Division
Office of Human Resources
U.S. EPA
Phone: (202) 564-6963
Email: hunt.loretta@epa.gov

From: Hunt, Loretta
Sent: Wednesday, August 02, 2017 3:36 PM
To: Davis, Cathy <Davis.Cathy@epa.gov>
Cc: Vaughan, Pat <Vaughan.Pat@epa.gov>; Hart, Debbi <Hart.Debbi@epa.gov>; Taylor, Jeremy <Taylor.Jeremy@epa.gov>
Subject: FW: V/V offers
Importance: High

Cathy,

Just need another set of eyes. Please make sure this captures what we discussed. I'll send it over to OPM after I get your concurrence. Thanks.

Loretta L. Hunt
Branch Chief
Policy and Accountability Branch
Policy, Planning and Training Division
Office of Human Resources
U.S. EPA

Phone: (202) 564-6963
Email: hunt.loretta@epa.gov

From: Hunt, Loretta

Sent: Wednesday, August 02, 2017 1:08 PM

To: Davis, Cathy <Davis.Cathy@epa.gov>; Taylor, Jeremy <Taylor.Jeremy@epa.gov>; Ryan Atkinson <Atkinson.Ryan@epa.gov>

Cc: Hart, Debbi <Hart.Debbi@epa.gov>; Parker, Gary <parker.gary@epa.gov>; Vaughan, Pat <Vaughan.Pat@epa.gov>; Kanet, Audrey <kanet.audrey@epa.gov>

Subject: V/V offers

Cathy,

V/V offers can only be made to positions that correspond to the master spreadsheet approved by OPM and OMB.

Loretta L. Hunt
Branch Chief
Policy and Accountability Branch
Policy, Planning and Training Division
Office of Human Resources
U.S. EPA
Phone: (202) 564-6963
Email: hunt.loretta@epa.gov

Message

From: Hunt, Loretta [Hunt.Loretta@epa.gov]
Sent: 8/8/2017 9:52:41 PM
To: Torrez, Alfredo [Torrez.Alfredo@epa.gov]; Engebretson, Lizabeth [Engebretson.Lizabeth@epa.gov]
CC: Hart, Debbi [Hart.Debbi@epa.gov]; Jimenez, Elaine [Jimenez.Elaine@epa.gov]; Stevens, Robert [Stevens.Robert@epa.gov]; Erickson, Amber [Erickson.Amber@epa.gov]
Subject: RE: EPA's VERA/VSIP Request -

That's what I thought. However, I just heard back from OPM and had to let you know concurrence is still pending. I will try to get this resolved as soon as possible.

Loretta L. Hunt
Branch Chief
Policy and Accountability Branch
Policy, Planning and Training Division
Office of Human Resources
U.S. EPA
Phone: (202) 564-6963
Email: hunt.loretta@epa.gov

From: Torrez, Alfredo
Sent: Tuesday, August 08, 2017 5:47 PM
To: Hunt, Loretta <Hunt.Loretta@epa.gov>; Engebretson, Lizabeth <Engebretson.Lizabeth@epa.gov>
Cc: Hart, Debbi <Hart.Debbi@epa.gov>; Jimenez, Elaine <Jimenez.Elaine@epa.gov>; Stevens, Robert <Stevens.Robert@epa.gov>; Erickson, Amber <Erickson.Amber@epa.gov>
Subject: RE: EPA's VERA/VSIP Request -

Not sure why this is an issue since it was a simple matter of identifying the correct office. The correct office is identified in Attachment 1 of our business case.

Alfredo Torrez, Associate Director and
OW Program Management Official
Management and Operations Staff
Office of Water, Office of the Assistant Administrator
U.S. Environmental Protection Agency
Room 3311C WJC East (4101M)
Phone: (202) 564-6621 Mobile: (202) 573-1956
Fax: (202) 564-0500
Email: torrez.alfredo@epa.gov

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From: Hunt, Loretta
Sent: Tuesday, August 08, 2017 5:42 PM
To: Engebretson, Lizabeth <Engebretson.Lizabeth@epa.gov>
Cc: Hart, Debbi <Hart.Debbi@epa.gov>; Jimenez, Elaine <Jimenez.Elaine@epa.gov>; Torrez, Alfredo <Torrez.Alfredo@epa.gov>
Subject: RE: EPA's VERA/VSIP Request -

Not yet. The OPM SME just informed me this will require additional review. I asked to speak with him tomorrow. I'll follow-up as soon as possible.

Loretta L. Hunt
Branch Chief
Policy and Accountability Branch
Policy, Planning and Training Division
Office of Human Resources
U.S. EPA
Phone: (202) 564-6963
Email: hunt.loretta@epa.gov

From: Engebretson, Lizabeth
Sent: Tuesday, August 08, 2017 2:30 PM
To: Hunt, Loretta <Hunt.Loretta@epa.gov>
Cc: Hart, Debbi <Hart.Debbi@epa.gov>; Jimenez, Elaine <Jimenez.Elaine@epa.gov>
Subject: RE: EPA's VERA/VSIP Request -

Loretta,
Thank you – OPM didn't reply further to the correction? I take it then that the offer, from OHR perspective, is able to be extended to the OWOW located GS-344 applicant? The applicant is deemed to be within the eligible pool/targeted position?

Regards,
Liz

From: Hunt, Loretta
Sent: Tuesday, August 08, 2017 11:13 AM
To: Engebretson, Lizabeth <Engebretson.Lizabeth@epa.gov>
Cc: Hart, Debbi <Hart.Debbi@epa.gov>
Subject: FW: EPA's VERA/VSIP Request -

Liz,

FYI

I notified OPM and OMB that OW's chart had an error. I also bcced Alfredo and Elaine when I sent the email.

Loretta L. Hunt
Branch Chief
Policy and Accountability Branch
Policy, Planning and Training Division
Office of Human Resources
U.S. EPA
Phone: (202) 564-6963
Email: hunt.loretta@epa.gov

From: Hunt, Loretta
Sent: Tuesday, August 08, 2017 11:57 AM
To: 'Snowden, Gregory A' <Gregory.Snowden@opm.gov>; Mahoney, Michael J <Mike.Mahoney@opm.gov>; Grossman, Andrea L. EOP/OMB **Ex. 6 - Personal Privacy** Hickey, Mike J. EOP/OMB **Ex. 6 - Personal Privacy**
Cc: Hart, Debbi <Hart.Debbi@epa.gov>; Parker, Gary <parker.gary@epa.gov>
Subject: RE: EPA's VERA/VSIP Request -

Gregory, thanks so much.

One last thing (I hope!!!!!!), there was an error on the OW targeted position chart (Tab OW, Row 41).

The chart had, **Ex. 5 - Deliberative Process**, This is incorrect. It should read, **Ex. 5 - Deliberative Process**

I've attached only the OW tab with corrected information for Row 41.

Thanks.

Loretta L. Hunt
Branch Chief
Policy and Accountability Branch
Policy, Planning and Training Division
Office of Human Resources
U.S. EPA
Phone: (202) 564-6963
Email: hunt.loretta@epa.gov

From: Snowden, Gregory A [<mailto:Gregory.Snowden@opm.gov>]

Sent: Tuesday, August 08, 2017 10:44 AM

To: Hunt, Loretta <Hunt.Loretta@epa.gov>; Mahoney, Michael J <Mike.Mahoney@opm.gov>; Grossman, Andrea L.

EOP/OMB **Ex. 6 - Personal Privacy** Hickey, Mike J. EOP/OMB **Ex. 6 - Personal Privacy**

Cc: Hart, Debbi <Hart.Debbi@epa.gov>; Parker, Gary <parker.gary@epa.gov>

Subject: RE: EPA's VERA/VSIP Request -

Good morning Loretta,

Sorry for the delay.

Given that the request does not amend the current authorities, OPM will add the noted language to the business case in EPA's case file. Thank you.

Gregory Snowden
OPM

To: Hart, Debbi[Hart.Debbi@epa.gov]
Cc: Terris, Carol[Terris.Carol@epa.gov]; Hunt, Loretta[Hunt.Loretta@epa.gov]
From: Remmers, Janet
Sent: Fri 7/7/2017 7:05:32 PM
Subject: RE: EPA Final VERA/VSIP Request--email 1 of 3
VERA VSIP data issues round 2 OMB Response.docx
EPA Prog and Reg Business Cases Final 7-6-17 rev bud tables 7-7-17.docx

Debbi

I made the changes to the Budget Tables that OMB asked for. I also indicated in their file of comments where I made the changes

Janet Remmers, Ph.D.

RPROS

Office of Budget/OCFO

Mail code: 2732A

office: 202-564-0548

aws: 301-593-7870

From: Hart, Debbi
Sent: Friday, July 07, 2017 12:39 PM
To: Remmers, Janet <Remmers.Janet@epa.gov>
Cc: Terris, Carol <Terris.Carol@epa.gov>; Hunt, Loretta <Hunt.Loretta@epa.gov>
Subject: FW: EPA Final VERA/VSIP Request--email 1 of 3
Importance: High

Janet—as discussed. Let me know how your conversation goes when you get a minute.
THANKS AGAIN!

Debbi Hart
Director

Policy, Planning & Training Division
OHR, OARM
USEPA
202.564.2011
hart.debbi@epa.gov

From: Hart, Debbi
Sent: Friday, July 07, 2017 9:11 AM
To: Coomber, Robert <coomber.robert@epa.gov>; Corbett, Krysti <Corbett.Krysti@epa.gov>; Engebretson, Lizabeth <Engebretson.Lizabeth@epa.gov>; Bonner, Jerome <Bonner.Jerome@epa.gov>; Taylor, Jeremy <Taylor.Jeremy@epa.gov>; Arron Helm <Helm.Arron@epa.gov>; Peabody, Hitch <Peabody.Hitch@epa.gov>
Cc: Carpenter, Wesley <Carpenter.Wesley@epa.gov>; Gray, Linda <gray.linda@epa.gov>; Loretta Hunt <Hunt.Loretta@epa.gov>; Parker, Gary <parker.gary@epa.gov>
Subject: FW: EPA Final VERA/VSIP Request--email 1 of 3
Importance: High

All—

As submitted in final to OPM/OMB (we had to break it into three pieces so that OPM will receive it.) Arron please note that Loretta made minor tweaks to targeted positions chart so the attached version is slightly different than the one I sent yesterday. I will let you know what I hear from OPM and OMB--fingers crossed for quick final approval! Let me know if there are questions. Thank you! Debbi

From: Hart, Debbi
Sent: Friday, July 07, 2017 8:52 AM
To: Snowden, Gregory A <Gregory.Snowden@opm.gov>; Mahoney, Michael J <Mike.Mahoney@opm.gov>; Coleman, Darrell E <Darrell.Coleman@opm.gov>; Thornton, Cathryn <Cathryn.Thornton@opm.gov>; Butler, Monica <Monica.Butler@opm.gov>; Mulligan, James S. EOP/OMB <James_S_Mulligan@omb.eop.gov>; 'Grossman, Andrea L. EOP/OMB' <Andrea_L_Grossman@omb.eop.gov>
Cc: Vizian, Donna <Vizian.Donna@epa.gov>; Showman, John <Showman.John@epa.gov>; Gray, Linda <gray.linda@epa.gov>; Carpenter, Wesley <Carpenter.Wesley@epa.gov>; Parker,

Gary <parker.gary@epa.gov>; Loretta Hunt <Hunt.Loretta@epa.gov>

Subject: EPA Final VERA/VSIP Request--email 1 of 3

Importance: High

Greetings All-

Thank you for your assistance with this effort. As for our informal request, we are submitting our final package in three pieces. Attached is our signed VERA/VSIP template request. This will be followed by our final business case and targeted positions table. Please let us know if there are any questions. Thanks again-- Debbi

Debbi Hart
Director

Policy, Planning & Training Division
OHR, OARM
USEPA
202.564.2011
hart.debbi@epa.gov

Message

From: Hunt, Loretta [Hunt.Loretta@epa.gov]
Sent: 6/29/2017 6:48:52 PM
To: Hart, Debbi [Hart.Debbi@epa.gov]
Subject: RE: EPA Draft VERA/VSIP Request Email 2 of 3 - OPM's Responses to Draft Targeted Positions In 22 Offices-- 6-29-2017
Attachments: VSIP request template FINAL.pdf

Draft response which I plan to submit to Mahoney and OMB contacts as well.

Gregory, thanks for the comments; however, I need clarification.

The *EPA Targeted Position* Excel document contains specific details on the targeted positions, series, locations, grades, max offers, and whether or not a position will be restructured or eliminated for each program and region (OW and R4 did not include eliminate/restructured information in the spreadsheet which I will provide as soon as possible, but everything else is there). The *EPA Prog and Reg Business Case* Word document provides the details about why each organization needs to restructure/reshape/eliminate these positions.

We thought OPM streamlined the VERA/VSIP forms and made sure to try and address all of the items requested on pg. 2 of the new VSIP form between the Excel and Word documents. However, a lot of the comments you submitted today appear to require the in-depth information that was required previously.

Loretta L. Hunt
Branch Chief
Policy and Accountability Branch
Policy, Planning and Training Division
Office of Human Resources
U.S. EPA
Phone: (202) 564-6963
Email: hunt.loretta@epa.gov

From: Snowden, Gregory A [mailto:Gregory.Snowden@opm.gov]
Sent: Thursday, June 29, 2017 1:46 PM
To: Hunt, Loretta <Hunt.Loretta@epa.gov>
Cc: Coleman, Darrell E <Darrell.Coleman@opm.gov>; Butler, Monica <Monica.Butler@opm.gov>; Hart, Debbi <Hart.Debbi@epa.gov>
Subject: EPA Draft VERA/VSIP Request Email 2 of 3 - OPM's Responses to Draft Targeted Positions In 22 Offices-- 6-29-2017

Good afternoon Loretta,

Attached please find OPM's comments/responses to EPA's Draft Targeted Positions under the VSIP plan for 22 offices. Thank you.

Gregory Snowden

From: Hunt, Loretta [<mailto:Hunt.Loretta@epa.gov>]

Sent: Friday, June 16, 2017 7:13 PM

To: Snowden, Gregory A; Mahoney, Michael J; Coleman, Darrell E; Thornton, Cathryn; Butler, Monica; Mulligan, James S. EOP/OMB

Cc: Vizian, Donna; Showman, John; Gray, Linda; Carpenter, Wesley; Hart, Debbi; Parker, Gary

Subject: Re: EPA Draft VERA/VSIP Request Email 2 of 3

EPA's targeted position spreadsheet.

From: Hunt, Loretta

Sent: Friday, June 16, 2017 6:55 PM

To: Snowden, Gregory A; Mahoney, Michael J; Coleman, Darrell E; Thornton, Cathryn; Butler, Monica; Mulligan, James S. EOP/OMB

Cc: Vizian, Donna; Showman, John; Gray, Linda; Carpenter, Wesley; Hart, Debbi; Parker, Gary

Subject: EPA Draft VERA/VSIP Request Email 1 of 3

The U.S. Environmental Protection Agency is submitting a draft VERA/VSIP request to OPM and OMB for review and comment. The agency is submitting one overall request but specific details are included for each program and regional office since the needs of each organization varies. The agency is submitting the following documentation:

1. EPA's VSIP Request (.pdf)
2. EPA's VERA Request (.pdf)
3. Business cases (all contained in one Word file; the Table of Contents provides direct links to each of our 22 business cases)
4. Targeted positions spreadsheets for each office (Excel file)
5. Organization charts (one .pdf file)
6. Agency level analysis/summary slides (PowerPoint)

We will send three emails containing the agency's draft request and supporting documentation.

Should you have any questions or concerns about EPA's request, you may contact me at hunt.loretta@epa.gov; (202)564-6963 or Debbi Hart at hart.debbi@epa.gov; (202) 564-2011.

Thank you in advance for your assistance with EPA's workforce reshaping efforts.

Message

From: Remmers, Janet [Remmers.Janet@epa.gov]
Sent: 7/3/2017 6:20:59 PM
To: Hart, Debbi [Hart.Debbi@epa.gov]
Subject: RE: V/V Budget Tables update information-status

Still need:

OEI,
OCFO-correction needed,
R03,
R09

Janet Remmers, Ph.D.
RPROS
Office of Budget/OCFO
Mail code: 2732A
office: 202-564-0548
aws: 301-593-7870

From: Remmers, Janet
Sent: Monday, July 03, 2017 2:17 PM
To: Hart, Debbi <Hart.Debbi@epa.gov>
Subject: RE: V/V Budget Tables update information-status

Still need:

OEI,
OCFO-correction needed,
R03,
R08-correction needed,
R09

Janet Remmers, Ph.D.
RPROS
Office of Budget/OCFO
Mail code: 2732A
office: 202-564-0548
aws: 301-593-7870

From: Hart, Debbi
Sent: Monday, July 03, 2017 2:16 PM
To: Remmers, Janet <Remmers.Janet@epa.gov>
Subject: RE: V/V Budget Tables update information-status

So is it just OCFO and R9 now?

Debbi Hart
Director

Policy, Planning & Training Division
OHR, OARM
USEPA
202.564.2011
hart.debbi@epa.gov

From: Remmers, Janet
Sent: Monday, July 03, 2017 9:31 AM
To: Hart, Debbi <Hart.Debbi@epa.gov>
Subject: RE: V/V Budget Tables update information-status

I got R4 and R7, so now we are down to:
Still need: OW, OEI, OCFO, R03, R08, R09

Janet Remmers, Ph.D.
RPROS
Office of Budget/OCFO
Mail code: 2732A
office: 202-564-0548
aws: 301-593-7870

From: Hart, Debbi
Sent: Monday, July 03, 2017 9:21 AM
To: Remmers, Janet <Remmers.Janet@epa.gov>
Subject: Re: V/V Budget Tables update information-status

Thanks Janet. I'll try to push on folks (to the extent that any of them are even connected today). Debbi

On Jul 3, 2017, at 7:04 AM, Remmers, Janet <Remmers.Janet@epa.gov> wrote:

Here is the status of the Budget Tables updates:
Still need: OW, OEI, OCFO, R03, R04, R07- needs corrections, R08, R09

Janet Remmers, Ph.D.
RPROS
Office of Budget/OCFO
Mail code: 2732A
office: 202-564-0548
aws: 301-593-7870
: 301-593-7870

From: Remmers, Janet
Sent: Saturday, July 01, 2017 6:32 AM
To: 'Tim Fontaine' <Fontaine.Tim@epa.gov>; Standifer, Juanita <Standifer.Juanita@epa.gov>; Maher, Karen <Maher.Karen@epa.gov>; Soward, Ruth-Alene <Soward.Ruth-Alene@epa.gov>; McCluney, Lance <McCluney.Lance@epa.gov>; Janowiak, Susan <Janowiak.susan@epa.gov>; Eubanks, Kristy <Eubanks.Kristy@epa.gov>; Klinker, Wendy <Klinker.Wendy@epa.gov>; Greenwald, Beth <Greenwald.Beth@epa.gov>; Bielenberg, Ben <Bielenberg.Ben@epa.gov>; Wong, Melissa

<wong.melissa@epa.gov>

Subject: FW: V/V Budget Tables update information-status

Status update on the V/V Budget Tables submissions: Still need: OW, OEI, OCFO, OA, R03, R04, R07- needs corrections, R08, R09

I know in some offices this exercise is being done by the HRO or PMO. They would need help from the budget community.

We would greatly appreciate your help in getting these completed by Monday, July 3rd.

I am finding that folks are making this too complicated. It should be fairly simple. Here are some suggestions:

Row A should be the 2017 Opplan payroll (Pre-V/V). it should be the same in FY18 and FY19 columns.

Rows B and C should be \$0 in both FY18 and FY19

Row D: this should be FY17 pay minus pay for the max offer positions . it should be the same in FY18 and FY19 columns.

Row E: Pay for New Hires in FY 18 should be half of the pay in FY19. It is assumed the new hires will come onboard mid-year.

Row G should be the 2017 opplan WCF. it should be the same number in FY18 and FY19 columns.

Row H should be the 2017 WCF minus WCF for max offer positions. it should be the same number in FY18 and FY19 columns.

Row I WCF for New Hires in FY 18 should be half of the pay in FY19. It is assumed the new hires will come onboard mid-year.

Please feel free to call me on 202-564-0548 if you have questions.

Janet Remmers, Ph.D.

RPROS

Office of Budget/OCFO

Mail code: 2732A

office: 202-564-0548

aws: 301-593-7870

From: Shanahan, Katherine

Sent: Friday, June 30, 2017 10:14 AM

To: Pastalove, Barbara <Pastalove.Barbara@epa.gov>; Rubel, Robert <Rubel.Robert@epa.gov>; McManus, Catharine <mcmamus.catharine@epa.gov>; Burrows, Eileen <BURROWS.EILEEN@EPA.GOV>; Schwartz, Barbara <Schwartz.Barbara@epa.gov>; Sanders, Amy <Sanders.Amy@epa.gov>; Breneman, Sara <breneman.sara@epa.gov>; Marlinga, Richard <marlinga.richard@epa.gov>; Rodriguez, Ray <Rodriguez.Ray@epa.gov>; Hill, Troy <Hill.Troy@epa.gov>; Price, Patricia <price.patricia@epa.gov>; Fowler, Joshua <Fowler.Joshua@epa.gov>; Lane, Vicki <Lane.Vicki@epa.gov>; Barber, Anthony <Barber.Anthony@epa.gov>; OCFO-SBO <OCFOSBO@epa.gov>; OCFO-Regional-Comptroller <OCFORegionalComptroller@epa.gov>; OHR PMOs <OHR_PMOs@epa.gov>; Terris, Carol <Terris.Carol@epa.gov>; Remmers, Janet <Remmers.Janet@epa.gov>; Baden, Beth <Baden.Beth@epa.gov>; Klinker, Wendy <Klinker.Wendy@epa.gov>; Ajabi, Laurel <Ajabi.Laurel@epa.gov>

Cc: McDonald, James <McDonald.James@epa.gov>; Kenyon, Michael <Kenyon.Michael@epa.gov>

Subject: V/V Budget Tables update information

Good Morning Everyone

As Janet and Carol promised on yesterday's conference calls, please find attached the V/V Budget Tables update. In addition to the table template, Janet has included some Best Practices and clarified that the calculations should be based on the "Maximum number of offers that would be accepted".

If you were unable to make the call and are unclear as to your next steps, please feel free to call me at 617-918-1619 and I will explain what was discussed during the call. If you have specific finance questions, Janet Remmers at 202-564-0548, is taking the lead for OCFO on the budget portion of the V/V submission.

Please Note: I went through every message that indicated yesterday's meeting invite had been forwarded. I typed in the names individually and while some added to the Address list, most did not. It appears that their names already appeared on either the Budget Officer Mail list or the Comptroller Mail list. Thus, if you do not see their individual name above, rest assured they were not missed!

Thank you

Kathie Shanahan
Human Resource Officer
EPA New England Region 1
617-918-1619

Message

From: Corbett, Krysti [Corbett.Krysti@epa.gov]
Sent: 6/20/2017 2:22:34 PM
To: Hart, Debbi [Hart.Debbi@epa.gov]; Hunt, Loretta [Hunt.Loretta@epa.gov]
CC: Coomber, Robert [coomber.robert@epa.gov]
Subject: RE: VERA/VSIP Plans on Website after OPM Approval?

Good Morning – Loretta – do you know the answer to this?

Krysti Corbett
Director
Labor and Employee Relations Division
Desk Phone: (202) 564-6295
Mobile: (202) 579-1681
corbett.krysti@epa.gov

From: Hart, Debbi
Sent: Friday, June 16, 2017 11:36 AM
To: Hunt, Loretta <Hunt.Loretta@epa.gov>
Cc: Corbett, Krysti <Corbett.Krysti@epa.gov>; Coomber, Robert <coomber.robert@epa.gov>
Subject: FW: VERA/VSIP Plans on Website after OPM Approval?

Really!

From: Hart, Debbi
Sent: Friday, June 16, 2017 11:36 AM
To: Corbett, Krysti <Corbett.Krysti@epa.gov>
Cc: Coomber, Robert <coomber.robert@epa.gov>
Subject: RE: VERA/VSIP Plans on Website after OPM Approval?

We posted redacted final versions of business case last time so I would expect that we would do same unless senior leadership is opposed.

Not sure about phased retirement folks—looping in Loretta.

Debbi Hart
Director
Policy, Planning & Training Division
OHR, OARM
USEPA
202.564.2011
hart.debbi@epa.gov

From: Corbett, Krysti
Sent: Friday, June 16, 2017 11:25 AM
To: Hart, Debbi <Hart.Debbi@epa.gov>

Cc: Coomber, Robert <coomber.robert@epa.gov>

Subject: VERA/VSIP Plans on Website after OPM Approval?

I'm on the phone with the union, and they want to know if after OPM approves the VERA/VSIP plans, we'll post them to the website. Do you know this?

Also – do you know if employees on phased retirement are eligible for VERA/VSIP?

Krysti Corbett

Director

Labor and Employee Relations Division

Office of Human Resources

U.S. Environmental Protection Agency

1200 Pennsylvania Avenue, N.W.

WJC North 6317A

Washington DC 20460

Mail Code 3602A

Desk Phone: (202) 564-6295

Mobile: (202) 579-1681

corbett.krysti@epa.gov

Message

From: Hart, Debbi [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=62AFB40F2BF1484D933F2CE207EB20E7-HART, DEBRA]
Sent: 6/13/2017 3:55:36 PM
To: Vizian, Donna [Vizian.Donna@epa.gov]
Subject: FW: Vera VSIP

FYI--Loretta agrees not a requirement in past.

-----Original Message-----

From: Hart, Debbi
Sent: Tuesday, June 13, 2017 9:42 AM
To: Vizian, Donna <Vizian.Donna@epa.gov>
Subject: RE: Vera VSIP

Not a requirement to my knowledge. Will try to confirm.

-----Original Message-----

From: Vizian, Donna
Sent: Tuesday, June 13, 2017 9:33 AM
To: Hart, Debbi <Hart.Debbi@epa.gov>
Subject: FW: Vera VSIP

Do you know

-----Original Message-----

From: Walsh, Ed
Sent: Tuesday, June 13, 2017 9:31 AM
To: Vizian, Donna <Vizian.Donna@epa.gov>; Richardson, RobinH <Richardson.RobinH@epa.gov>
Subject: Vera VSIP

Hi Donna/ Robin.

Do you know of any specific requirement to notify congress of plans around VERA/VSIP?

Thanks

Ed

Message

From: Hart, Debbi [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=62AFB40F2BF1484D933F2CE207EB20E7-HART, DEBRA]
Sent: 6/7/2017 4:53:08 PM
To: Parker, Gary [parker.gary@epa.gov]; Loretta Hunt [Hunt.Loretta@epa.gov]
Subject: FW: Final V/V submissions - need by COB tomorrow

Do we need them to do it or is it just as easy for us to do it? If we let them do it can it wait for a day?

Debbi Hart
Director
Policy, Planning & Training Division
OHR, OARM
USEPA
202.564.2011
hart.debbi@epa.gov

From: Smith, Susan
Sent: Wednesday, June 07, 2017 12:34 PM
To: Hart, Debbi <Hart.Debbi@epa.gov>
Subject: Re: Final V/V submissions - need by COB tomorrow

In light of the email we received from Donna, do you need me to revise and remove the SES position? Nigel and I are out of the office today but we can do it tomorrow. Thanks!

Sent from my iPhone

On Jun 6, 2017, at 5:09 PM, Hart, Debbi <Hart.Debbi@epa.gov> wrote:

Susan- got it and thanks! D

Sent from my iPhone

On Jun 6, 2017, at 4:05 PM, Smith, Susan <Smith.Susan@epa.gov> wrote:

Debbi –

Good afternoon! Per the email below, attached are OLEM's revised final V/V materials. Please note, the total number of max offers had been decreased to Ex. 6 - Deliberative Process If you have questions or need additional information, please feel free to contact me at 202-564-6656.

Sincerely,

Susan

Susan Smith, Director
Organizational Management and Integrity Staff
Office of Land and Emergency Management/U.S. EPA
1301 Constitution Ave., NW, Washington, DC 20460
4139 WJC West/MC: 5101T

202-564-6656 (office)

202-834-8239 (cell)
202-566-6324 (fax)

Follow OLEM on Twitter @EPALand

From: Vizian, Donna
Sent: Monday, June 05, 2017 5:57 PM
To: 2017HQfirstassistants <2017HQfirstassistants@epa.gov>; 2017Regionfirstassistants <2017Regionfirstassistants@epa.gov>
Cc: DAA-Career <DAACareer@epa.gov>; DRA <DRA@epa.gov>; Hart, Debbi <Hart.Debbi@epa.gov>; Gray, Linda <gray.linda@epa.gov>; Carpenter, Wesley <Carpenter.Wesley@epa.gov>
Subject: Final V/V submissions - need by COB tomorrow

Hi Everyone. A thanks to you and your staff for all the hard work on the V/V submissions. We are crunching to get our agency-wide plan completed, so please send Debbi any changes you need to make to your submission by COB tomorrow. Thanks again. Donna

<FINAL - OLEM VERA-VSIP Proposal Revised 6-6-2017.docx>
<OLEM Current FY17 Org Chart Revised 6-2-17 .pptx>
<OLEM Projected PB FY18 Org Chart Revised 6-2-17.pptx>
<2017 OLEM VERA-VSIP Budget Summary Sheet- 6-06-2017.pdf>
<OLEM VERA VSIP Major Themes FINAL REVISED 6-6-17.xlsx>
<OLEM Targeted Positions Template - FINAL Revised 6-6-17.xlsx>

Message

From: Hart, Debbi [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=62AFB40F2BF1484D933F2CE207EB20E7-HART, DEBRA]
Sent: 6/15/2017 8:58:00 PM
To: Kuhns, Jason [Kuhns.Jason@epa.gov]; Parker, Gary [parker.gary@epa.gov]
CC: Hunt, Loretta [Hunt.Loretta@epa.gov]
Subject: RE: VERA VSIP Roll Up by Appropriations

THX. Tomorrow can you please provide me with an updated appropriations chart with the [] number?

And after we get ORD's updates this evening, can you send the new, FINAL targeted positions template? (Which is what we will submit to OPM/OMB tomorrow). Merci!

From: Kuhns, Jason
Sent: Thursday, June 15, 2017 11:39 AM
To: Hart, Debbi <Hart.Debbi@epa.gov>; Parker, Gary <parker.gary@epa.gov>
Cc: Hunt, Loretta <Hunt.Loretta@epa.gov>
Subject: RE: VERA VSIP Roll Up by Appropriations

The number is 1228.

Total permanent agency employees as listed in the roll up is 14793 (this was to do the % of agency employees), without OIG the number is 14524.

Total agency employees eligible for early retirement is [] (this excludes OIG employees).

Thanks,

Jason Kuhns
U.S. Environmental Protection Agency
Office of Human Resources
202-564-3236
kuhns.jason@epa.gov

From: Hart, Debbi
Sent: Thursday, June 15, 2017 11:32 AM
To: Kuhns, Jason <Kuhns.Jason@epa.gov>; Parker, Gary <parker.gary@epa.gov>
Cc: Hunt, Loretta <Hunt.Loretta@epa.gov>
Subject: FW: VERA VSIP Roll Up by Appropriations

I think this is what I sent to Carol Terris. Is our number [] or []?

Debbi Hart
Director
Policy, Planning & Training Division
OHR, OARM
USEPA
202.564.2011
hart.debbi@epa.gov

From: Parker, Gary
Sent: Friday, June 09, 2017 12:46 PM
To: Hart, Debbi <Hart.Debbi@epa.gov>
Cc: Kuhns, Jason <Kuhns.Jason@epa.gov>; Hunt, Loretta <Hunt.Loretta@epa.gov>; Schulman, Marvin <Schulman.Marvin@epa.gov>; McNeal, Detha <McNeal.Detha@epa.gov>
Subject: VERA VSIP Roll Up by Appropriations

Debbi,

Attached please find our roll up numbers by appropriation and themes.

R,
Gary

Mr. Gary Parker
Branch Chief, Workforce Planning
USEPA/OARM/OHR
(O) 202-564-7421
(M) 202-253-7099

Message

From: Showman, John [Showman.John@epa.gov]
Sent: 7/14/2017 10:06:02 PM
To: Hart, Debbi [Hart.Debbi@epa.gov]
Subject: Fwd: VERA VSIP Applications Received

Sent from my iPhone


Begin forwarded message:

From: "Helm, Arron" <Helm.Arron@epa.gov>
Date: July 14, 2017 at 4:21:13 PM EDT
To: "Vizian, Donna" <Vizian.Donna@epa.gov>, "Showman, John" <Showman.John@epa.gov>, "Carter, Rick" <Carter.Rick@epa.gov>, "Hart, Debbi" <Hart.Debbi@epa.gov>, "Hunt, Loretta" <Hunt.Loretta@epa.gov>
Subject: Fwd: VERA VSIP Applications Received

Sent from my iPhone

Begin forwarded message:

From: "Martinson, Alice" <Martinson.Alice@epa.gov>
Date: July 14, 2017 at 4:17:58 PM EDT
To: "Helm, Arron" <Helm.Arron@epa.gov>, "Collins, BJ" <Collins.BJ@epa.gov>, "Carter, Rick" <Carter.Rick@epa.gov>, "Atkinson, Ryan" <Atkinson.Ryan@epa.gov>, "Taylor, Jeremy" <Taylor.Jeremy@epa.gov>, "Bonner, Jerome" <Bonner.Jerome@epa.gov>, "Engebretson, Lizabeth" <Engebretson.Lizabeth@epa.gov>
Cc: "Mairose, Sue" <Mairose.Sue@epa.gov>, "Davis, Cathy" <Davis.Cathy@epa.gov>, "Jimenez, Elaine" <Jimenez.Elaine@epa.gov>, "Ashley, Cheryl" <Ashley.Cheryl@epa.gov>, "Scribbs, Alison" <scribbs.alison@epa.gov>
Subject: VERA VSIP Applications Received

As of 4:15 this afternoon,  VERA/VSIP applications have been received agency-wide. Below is the breakdown by SSC and then by Program/Region.

Please note that we have received some duplicates and are working to eliminate those as we identify them.

HR Shared Service Center	Total
Cincinnati	
ERD	
Las Vegas	

HR Shared Service Center	Total
RTP	Ex. 5 - Deliberative Process
	Total:
	Ex. 5 - Deliberative Process

Program or Region	Total
AO	
OAR	
OARM	
OCFO	
OCSP	
OECA	
OEI	
OGC	
OITA	Ex. 5 - Deliberative Process
OLEM	
ORD	
OW	
Region 1	
Region 10	
Region 2	
Region 3	
Region 4	

Program or Region	Total
Region 5	Ex. 5 - Deliberative Process
Region 6	
Region 7	
Region 8	
Region 9	
	Total:
	Ex. 5 - Deliberative Process

~ Alice

Alice Martinson
Acting Section Chief, RTP-SSC
U.S. Environmental Protection Agency
OARM/HRMD-RTP (MD-C639-02)
Research Triangle Park, NC 27711
voice: 919-541-5420
fax: 919-541-1360



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Message

From: Hart, Debbi [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=62AFB40F2BF1484D933F2CE207EB20E7-HART, DEBRA]
Sent: 7/7/2017 1:10:47 PM
To: Coomber, Robert [coomber.robert@epa.gov]; Corbett, Krysti [Corbett.Krysti@epa.gov]; Engebretson, Lizabeth [Engebretson.Lizabeth@epa.gov]; Bonner, Jerome [Bonner.Jerome@epa.gov]; Taylor, Jeremy [Taylor.Jeremy@epa.gov]; Arron Helm [Helm.Arron@epa.gov]; Peabody, Hitch [Peabody.Hitch@epa.gov]
CC: Carpenter, Wesley [Carpenter.Wesley@epa.gov]; Gray, Linda [gray.linda@epa.gov]; Loretta Hunt [Hunt.Loretta@epa.gov]; Parker, Gary [parker.gary@epa.gov]
Subject: FW: EPA Final VERA/VSIP Request--email 1 of 3
Attachments: EPA Signed Request for VERA VSIP July2017.pdf; EPA Prog and Reg Business Cases Final 7-6-17.docx; Copy of Targeted positions office submissions 7-6-17.xlsx

Importance: High

All—

As submitted in final to OPM/OMB (we had to break it into three pieces so that OPM will receive it.) Arron please note that Loretta made minor tweaks to targeted positions chart so the attached version is slightly different than the one I sent yesterday. I will let you know what I hear from OPM and OMB--fingers crossed for quick final approval! Let me know if there are questions. Thank you! Debbi

From: Hart, Debbi
Sent: Friday, July 07, 2017 8:52 AM
To: Snowden, Gregory A <Gregory.Snowden@opm.gov>; Mahoney, Michael J <Mike.Mahoney@opm.gov>; Coleman, Darrell E <Darrell.Coleman@opm.gov>; Thornton, Cathryn <Cathryn.Thornton@opm.gov>; Butler, Monica <Monica.Butler@opm.gov>; Mulligan, James S. EOP/OMB <James_S_Mulligan@omb.eop.gov>; 'Grossman, Andrea L. EOP/OMB' <Andrea_L_Grossman@omb.eop.gov>
Cc: Vizian, Donna <Vizian.Donna@epa.gov>; Showman, John <Showman.John@epa.gov>; Gray, Linda <gray.linda@epa.gov>; Carpenter, Wesley <Carpenter.Wesley@epa.gov>; Parker, Gary <parker.gary@epa.gov>; Loretta Hunt <Hunt.Loretta@epa.gov>
Subject: EPA Final VERA/VSIP Request--email 1 of 3
Importance: High

Greetings All-

Thank you for your assistance with this effort. As for our informal request, we are submitting our final package in three pieces. Attached is our signed VERA/VSIP template request. This will be followed by our final business case and targeted positions table. Please let us know if there are any questions. Thanks again-- Debbi

Debbi Hart
Director
Policy, Planning & Training Division
OHR, OARM
USEPA
202.564.2011
hart.debbi@epa.gov

Message

From: Parker, Gary [parker.gary@epa.gov]
Sent: 6/8/2017 5:25:40 PM
To: Hart, Debbi [Hart.Debbi@epa.gov]; Schulman, Marvin [Schulman.Marvin@epa.gov]
CC: Hunt, Loretta [Hunt.Loretta@epa.gov]
Subject: RE: Status Update: VERA/VSIP

Debbi,

My edits/comments in color. For your consideration.

- The V/V team completed its review of the 22 packages submitted by regions and program offices; business cases are sound and targeted position templates are being rolled up into an agency level spreadsheet.
- We await final submissions for a few offices that required minor adjustments. Do we need this at all? Will this enable other offices to tweak?
- We began an agency level business case and are analyzing the potential cross-cutting impacts.
- We expect to share the draft business case informally with OPM/OMB next week.
- We are drafting a number of communications and talking points to share with offices in the near future.
- We continue to update our Early Out/Buyout website so that employees have all relevant V/V information in one location.
- Weekly meetings with the SSCs and LER are occurring to coordinate union negotiations and ensure a smooth transition from business case acceptance to implementation.


Mr. Gary Parker
Branch Chief, Workforce Planning
USEPA/OARM/OHR
(O) 202-564-7421
(M) 202-253-7099

From: Hart, Debbi
Sent: Thursday, June 08, 2017 12:51 PM
To: Schulman, Marvin <Schulman.Marvin@epa.gov>; Parker, Gary <parker.gary@epa.gov>
Cc: Hunt, Loretta <Hunt.Loretta@epa.gov>
Subject: Status Update: VERA/VSIP
Importance: High

Anything I'm missing or I've misstated? Read carefully bc this may got out broadly. THX!

Hello-

FYI-- Here's a quick update.

- The V/V team completed its review of the  packages submitted by regions and program offices; business cases are sound and targeted position templates are being rolled up into an agency level spreadsheet.
- We await final submissions for a few offices that required minor adjustments.
- We began populating the framework for the agency level business case and are analyzing potential agency level cross-cutting impacts.
- We expect to share the draft business case informally with OPM/OMB next week.
- We are drafting a number of communications and talking points to share with offices in the near future.
- We continue to update our Early Out/Buyout website so that employees have all relevant V/V information in one location.

- Weekly meetings with the SSCs and LER are occurring to coordinate union negotiations and ensure a smooth transition from business case acceptance to implementation.

Thanks to all for your support past and as we move forward!

Debbi Hart
Director
Policy, Planning & Training Division
OHR, OARM
USEPA
202.564.2011
hart.debbi@epa.gov

Message

From: Martinez, Gwendolyn [Martinez.Gwendolyn@epa.gov]
Sent: 6/19/2017 9:18:32 PM
To: Hart, Debbi [Hart.Debbi@epa.gov]
Subject: RE: Update on V?V

Hello Debbi.

Thanks for the information. I missed the update last Thursday. Is there any information to share with me?

Thank you.

Gwen
Gwen Martinez
RMO HR Team Lead
Office of General Counsel
U.S. Environmental Protection Agency
martinez.gwendolyn@epa.gov
202-564-1644 office
202-604-5939 mobile

From: Hart, Debbi
Sent: Monday, June 19, 2017 5:17 PM
To: RHRO <RHRO@epa.gov>; OHR PMOs <OHR_PMOs@epa.gov>
Cc: Cooper, Marian <Cooper.Marian@epa.gov>; Coomber, Robert <coomber.robert@epa.gov>; Corbett, Krysti <Corbett.Krysti@epa.gov>; Hunt, Loretta <Hunt.Loretta@epa.gov>; Parker, Gary <parker.gary@epa.gov>; Gray, Linda <gray.linda@epa.gov>; Carpenter, Wesley <Carpenter.Wesley@epa.gov>
Subject: FW: Update on V?V

All—please see below. DH

From: Vizian, Donna
Sent: Monday, June 19, 2017 4:04 PM
To: 2017HQfirstassistants <2017HQfirstassistants@epa.gov>; 2017Regionfirstassistants <2017Regionfirstassistants@epa.gov>
Cc: DAA-Career <DAACareer@epa.gov>; DRA <DRA@epa.gov>; Hart, Debbi <Hart.Debbi@epa.gov>; Gray, Linda <gray.linda@epa.gov>; Carpenter, Wesley <Carpenter.Wesley@epa.gov>
Subject: Update on V?V

Hi Everyone,

The draft request did go over to OPM and OMB on Friday. Thanks to your staff for all the hard work on this. I hope to provide talking points tomorrow for your use in speaking with staff. In the interim, please hold up on sharing any information.

Thanks
Donna

Message

From: Hart, Debbi [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=62AFB40F2BF1484D933F2CE207EB20E7-HART, DEBRA]
Sent: 7/3/2017 6:12:45 PM
To: Bonner, Jerome [Bonner.Jerome@epa.gov]
Subject: RE: VERA/VSIP Planning and Updates

Hey Jerome—

Would like to share with HR community on Thursday but I'll need clearance from Donna. She was looking at it late last week so I'm guessing she will be sharing at her level too.

Hope you have a fabulous holiday! Debbi

From: Bonner, Jerome
Sent: Monday, July 03, 2017 2:01 PM
To: Hart, Debbi <Hart.Debbi@epa.gov>
Subject: RE: VERA/VSIP Planning and Updates

Hi Debbi

Are you sharing the schedule w/the AAships and Regions when in final draft?

Jerome W. Bonner
Environmental Protection Agency
Office of Administration and Resources Management - Cincinnati
Director, Human Resources
Cincinnati Human Resources Shared Service Center
Tel: 513.569.7950
Mobile: 513.518.4849

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From: Hart, Debbi
Sent: Monday, July 03, 2017 2:00 PM
To: Engebretson, Lizabeth <Engebretson.Lizabeth@epa.gov>
Cc: Bonner, Jerome <Bonner.Jerome@epa.gov>; Taylor, Jeremy <Taylor.Jeremy@epa.gov>; Jimenez, Elaine <Jimenez.Elaime@epa.gov>; Mairose, Sue <Mairose.Sue@epa.gov>; Davis, Cathy <Davis.Cathy@epa.gov>; Atkinson, Ryan <Atkinson.Ryan@epa.gov>; Cooper, Marian <Cooper.Marian@epa.gov>; Coomber, Robert <coomber.robert@epa.gov>; Hunt, Loretta <Hunt.Loretta@epa.gov>; Parker, Gary <parker.gary@epa.gov>;

Cunningham, Bisa <cunningham.bisa@epa.gov>; Peabody, Hitch <Peabody.Hitch@epa.gov>
Subject: RE: VERA/VSIP Planning and Updates

Thank you Liz! We added one more action—agreement with unions.

From: Engebretson, Lizabeth
Sent: Friday, June 30, 2017 7:48 PM
To: Hart, Debbi <Hart.Debbi@epa.gov>
Cc: Bonner, Jerome <Bonner.Jerome@epa.gov>; Taylor, Jeremy <Taylor.Jeremy@epa.gov>; Jimenez, Elaine <Jimenez.Elaine@epa.gov>; Mairose, Sue <Mairose.Sue@epa.gov>; Davis, Cathy <Davis.Cathy@epa.gov>; Atkinson, Ryan <Atkinson.Ryan@epa.gov>
Subject: RE: VERA/VSIP Planning and Updates

Debbi,
I had no further recommended changes. Thanks for the opportunity to review.

Regards,
Liz

From: Hart, Debbi
Sent: Thursday, June 29, 2017 12:04 PM
To: Hunt, Loretta <Hunt.Loretta@epa.gov>; Bonner, Jerome <Bonner.Jerome@epa.gov>; Engebretson, Lizabeth <Engebretson.Lizabeth@epa.gov>; Taylor, Jeremy <Taylor.Jeremy@epa.gov>; Cunningham, Bisa <cunningham.bisa@epa.gov>; Corbett, Krysti <Corbett.Krysti@epa.gov>; Coomber, Robert <coomber.robert@epa.gov>; Schulman, Marvin <Schulman.Marvin@epa.gov>; McNeal, Detha <McNeal.Detha@epa.gov>; Peabody, Hitch <Peabody.Hitch@epa.gov>
Cc: Mairose, Sue <Mairose.Sue@epa.gov>; Davis, Cathy <Davis.Cathy@epa.gov>; Jimenez, Elaine <Jimenez.Elaine@epa.gov>; Brown, Rohn <brown.rohn@epa.gov>; Atkinson, Ryan <Atkinson.Ryan@epa.gov>; Parker, Gary <parker.gary@epa.gov>; Burt, Cynthia <Burt.Cynthia@epa.gov>; Hampton, Torrey <hampton.torrey@epa.gov>
Subject: RE: VERA/VSIP Planning and Updates
Importance: High

Here is the updated schedule for your review.

Debbi Hart
Director
Policy, Planning & Training Division
OHR, OARM
USEPA
202.564.2011
hart.debbi@epa.gov

-----Original Appointment-----

From: Hunt, Loretta
Sent: Tuesday, June 06, 2017 5:20 PM
To: Hunt, Loretta; Bonner, Jerome; Engebretson, Lizabeth; Taylor, Jeremy; Cunningham, Bisa; Hart, Debbi; Corbett, Krysti; Coomber, Robert; Schulman, Marvin; McNeal, Detha; Peabody, Hitch
Cc: Mairose, Sue; Davis, Cathy; Jimenez, Elaine; Brown, Rohn; Atkinson, Ryan; Parker, Gary; Burt, Cynthia; Hampton, Torrey
Subject: VERA/VSIP Planning and Updates

When: Thursday, June 29, 2017 3:00 PM-4:00 PM (UTC-05:00) Eastern Time (US & Canada).

Where: Teleconference

Call-in: **Ex. 6 - Personal Privacy**

Conf. code: **Ex. 6 - Personal Privacy**

Message

From: Hart, Debbi [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=62AFB40F2BF1484D933F2CE207EB20E7-HART, DEBRA]
Sent: 6/7/2017 4:32:11 PM
To: Loretta Hunt [Hunt.Loretta@epa.gov]; McNeal, Detha [McNeal.Detha@epa.gov]; Marvin Schulman [Schulman.Marvin@epa.gov]; Parker, Gary [parker.gary@epa.gov]; Willig, Jeanine [willig.jeanine@epa.gov]; Kuhns, Jason [kuhns.jason@epa.gov]
Subject: FW: updated VERA/VSIP proposal
Attachments: VERA-VSIP summary proposal May 22 2017.docx

Another update—they are still trickling in.

From: Cherry, Katrina
Sent: Wednesday, June 07, 2017 9:15 AM
To: Hart, Debbi <Hart.Debbi@epa.gov>
Cc: Nishida, Jane <Nishida.Jane@epa.gov>; Cunningham, Dennis <Cunningham.Dennis@epa.gov>
Subject: FW: updated VERA/VSIP proposal

Hi Debbi,

Sorry I didn't get this change to you yesterday, but here it is. It doesn't change OITA's numbers, we just didn't identify a position as safe. Please let me know if you have questions. Thanks.

From: Cunningham, Dennis
Sent: Wednesday, June 07, 2017 9:09 AM
To: Cherry, Katrina <Cherry.Katrina@epa.gov>
Subject: updated VERA/VSIP proposal

Katrina,

As we discussed, I've added a note to page 3 of OITA's proposal to clarify that the position of Senior Advisor for North America isn't among the GS-0301-15 positions targeted under VERA/VSIP.

Dennis

Dennis H. Cunningham, Deputy Director
Office of Management & International Services
Office of International & Tribal Affairs
U.S. Environmental Protection Agency
Cunningham.dennis@epa.gov
Phone: 202-564-6622

Message

From: Parker, Gary [parker.gary@epa.gov]
Sent: 6/13/2017 1:47:07 PM
To: Hart, Debbi [Hart.Debbi@epa.gov]; Hunt, Loretta [Hunt.Loretta@epa.gov]
Subject: RE: Need to know when we anticipate we will send over the V/V package this week--

Debbi,

I sent over the roll up info a few minutes ago. Do you have a few minutes to discuss?

Mr. Gary Parker
Branch Chief, Workforce Planning
USEPA/OARM/OHR
(O) 202-564-7421
(M) 202-253-7099

From: Hart, Debbi
Sent: Tuesday, June 13, 2017 9:45 AM
To: Parker, Gary <parker.gary@epa.gov>; Hunt, Loretta <Hunt.Loretta@epa.gov>
Subject: Need to know when we anticipate we will send over the V/V package this week--
Importance: High

They want a date before noon today. Is targeted template positions chart ready to go? How about cross-cutting impacts pivot charts? What's it looking like for getting business cases trimmed down? Also need to fully populate V/V templates from OPM which I started on Friday. Let me know ASAP please how much time you think you need. Thanks. Debbi

Debbi Hart
Director
Policy, Planning & Training Division
OHR, OARM
USEPA
202.564.2011
hart.debbi@epa.gov

Message

From: Hart, Debbi [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=62AFB40F2BF1484D933F2CE207EB20E7-HART, DEBRA]
Sent: 6/7/2017 4:31:31 PM
To: Cherry, Katrina [Cherry.Katrina@epa.gov]
CC: Nishida, Jane [Nishida.Jane@epa.gov]; Cunningham, Dennis [Cunningham.Dennis@epa.gov]
Subject: RE: updated VERA/VSIP proposal

Katrina—got it and thanks. Debbi

Debbi Hart
Director
Policy, Planning & Training Division
OHR, OARM
USEPA
202.564.2011
hart.debbi@epa.gov

From: Cherry, Katrina
Sent: Wednesday, June 07, 2017 9:15 AM
To: Hart, Debbi <Hart.Debbi@epa.gov>
Cc: Nishida, Jane <Nishida.Jane@epa.gov>; Cunningham, Dennis <Cunningham.Dennis@epa.gov>
Subject: FW: updated VERA/VSIP proposal

Hi Debbi,

Sorry I didn't get this change to you yesterday, but here it is. It doesn't change OITA's numbers, we just didn't identify a position as safe. Please let me know if you have questions. Thanks.

From: Cunningham, Dennis
Sent: Wednesday, June 07, 2017 9:09 AM
To: Cherry, Katrina <Cherry.Katrina@epa.gov>
Subject: updated VERA/VSIP proposal

Katrina,

As we discussed, I've added a note to page 3 of OITA's proposal to clarify that the position of Senior Advisor for North America isn't among the GS-0301-15 positions targeted under VERA/VSIP.

Dennis

Dennis H. Cunningham, Deputy Director
Office of Management & International Services
Office of International & Tribal Affairs
U.S. Environmental Protection Agency
Cunningham.dennis@epa.gov
Phone: 202-564-6622

Message

From: Hart, Debbi [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=62AFB40F2BF1484D933F2CE207EB20E7-HART, DEBRA]
Sent: 6/19/2017 5:41:36 PM
To: Coomber, Robert [coomber.robert@epa.gov]; Corbett, Krysti [Corbett.Krysti@epa.gov]; Parker, Gary [parker.gary@epa.gov]; Loretta Hunt [Hunt.Loretta@epa.gov]
CC: Marian Cooper [Cooper.Marian@epa.gov]
Subject: V/V communications

Importance: High

FYI—apparently there is some major uncertainty about whether the Mike Flynn All Hands and AA/RA TPs will make it through to Ryan before noon tomorrow. So we may need to alert the HR community that their messaging scheduled to happen after noon Tuesday (tomorrow) cannot occur until a later date. When, I don't know. Just want to make you aware that we are in a little holding pattern. Let me know if questions. Debbi

Debbi Hart
Director
Policy, Planning & Training Division
OHR, OARM
USEPA
202.564.2011
hart.debbi@epa.gov

Message

From: Hunt, Loretta [Hunt.Loretta@epa.gov]
Sent: 6/5/2017 8:38:03 PM
To: Hart, Debbi [Hart.Debbi@epa.gov]
Subject: RE: V/V questions

Please see my edits below.

Loretta L. Hunt
Branch Chief
Policy and Accountability Branch
Policy, Planning and Training Division
Office of Human Resources
U.S. EPA
Phone: (202) 564-6963
Email: hunt.loretta@epa.gov

From: Hart, Debbi
Sent: Monday, June 05, 2017 3:30 PM
Cc: Hunt, Loretta <Hunt.Loretta@epa.gov>
Subject: FW: V/V questions

Donna-

As discussed, see the excerpt from the VERA guide below. So maybe a note to senior leadership stating that:

OPM's VERA [guidance](#) requires that VERA eligible employees serve in a position 30 days prior to the date the agency requests the authority from OPM. Given the current schedule for submitting our V/V business case later this month, please be aware that movement in and out of all targeted positions through reassignments, reorganizations, etc. must cease effective immediately. The prohibition on movement in and out of targeted positions extends to VSIP targeted positions too.

From: Hunt, Loretta
Sent: Monday, June 05, 2017 11:10 AM
To: Parker, Gary <parker.gary@epa.gov>; Hart, Debbi <Hart.Debbi@epa.gov>
Subject: RE: V/V questions

OPM's VERA [guidance](#) states eligible employees must:

Have served in a position covered by the OPM authorization for the minimum time specified by OPM (usually 30 days prior to the date of the agency request);

VSIP has no such requirement (only that the employee is serving in a position covered by the authority).

However, to keep things simple and equitable, we should probably issue a "cease movement in and out of all targeted positions" notification soon to prevent organizations from trying to game the system.

From: Vizian, Donna
Sent: Monday, June 05, 2017 10:28 AM
To: Hart, Debbi <Hart.Debbi@epa.gov>

Cc: Parker, Gary <parker.gary@epa.gov>; Hunt, Loretta <Hunt.Loretta@epa.gov>

Subject: RE: V/V questions

When do we need to put a hold on reassignments? Of do we say that the person must be in the position for something like the past 3 months?

From: Hart, Debbi

Sent: Monday, June 05, 2017 10:23 AM

To: Vizian, Donna <Vizian.Donna@epa.gov>

Cc: Parker, Gary <parker.gary@epa.gov>; Hunt, Loretta <Hunt.Loretta@epa.gov>

Subject: Re: V/V questions

Gary will get back to you soon with more specifics on these targeted positions. FYI- Loretta's V/V team has reviewed 17 business cases and is working on the remaining 5.

Sent from my iPhone

On Jun 5, 2017, at 9:45 AM, Vizian, Donna <Vizian.Donna@epa.gov> wrote:

Hi – can you tell me which SES positions, OLEM and R3 have targeted. Which SL/ST positions OW, and AO have targeted? thanks

Message

From: Grossman, Andrea L. EOP/OMB **Ex. 6 - Personal Privacy**
Sent: 6/29/2017 5:50:35 PM
To: Hart, Debbi [Hart.Debbi@epa.gov]
Subject: FW: EPA's VERA/VSIP request

FYI- here's what was forwarded to me on OPM's response to some questioning about where they stand with the VERA/VSIP package. It sounds like you may be getting some additional questions tomorrow from them.

Andrea Grossman
Program Examiner, OMB Environment Branch
202-395-4756

From: Holden, Kimberly A. [mailto:Kimberly.Holden@opm.gov]
Sent: Thursday, June 29, 2017 11:35 AM
To: Gallagher, Arianne J. EOP/OMB **Ex. 6 - Personal Privacy**
Cc: Daphnis, Kristy L. EOP/OMB **Ex. 6 - Personal Privacy**; Mahoney, Michael J <Mike.Mahoney@opm.gov>; Villalobos, Veronica <Veronica.Villalobos@opm.gov>; Reinhold, Mark D <Mark.Reinhold@opm.gov>
Subject: RE: EPA's VERA/VSIP request

Arianne,

EPA submitted their package to OPM in draft. They also sent the draft to OMB simultaneously. There are 22 organizational supplements that we are currently reviewing at this time and have not made a recommendation to OMB as of yet on this request since it is still in draft. From what I understand there was to be a meeting with OMB Examiner and EPA this week to discuss the submission. We have not been made aware of the outcome or if the meeting occurred. Lastly, we are preparing a summary of our questions for EPA on the draft package and hope to finalize those by tomorrow as there are some things they need to clean-up.

We will get a meeting set up with EPA as soon as possible to review our questions, but we will need a final signed package from EPA before we make a recommendation to OMB. I will follow-up with our EPA contact this morning.

*Kimberly A. Holden
Deputy Associate Director Recruitment and Hiring
Office of Personnel Management
Employee Services
1900 E Street, N.W. 6500AJ
Washington, DC 20415
(202) 418-3218*

Message

From: Hart, Debbi [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=62AFB40F2BF1484D933F2CE207EB20E7-HART, DEBRA]
Sent: 7/3/2017 6:08:54 PM
To: Fowler, Joshua [Fowler.Joshua@epa.gov]
Subject: RE: Region 8's updated V/V numbers

Again—thanks.

From: Fowler, Joshua
Sent: Monday, July 03, 2017 2:08 PM
To: Hart, Debbi <Hart.Debbi@epa.gov>
Subject: FW: Region 8's updated V/V numbers

Saw you were not cc'd.

Josh Fowler
Human Resources Officer
EPA Region 8
1595 Wynkoop St. Denver, CO 80212
fowler.joshua@epa.gov
303-312-6348 (work)
720-287-9266 (cell)

From: Greenwald, Beth
Sent: Monday, July 3, 2017 12:07 PM
To: Remmers, Janet <Remmers.Janet@epa.gov>; Terris, Carol <Terris.Carol@epa.gov>
Cc: Fowler, Joshua <Fowler.Joshua@epa.gov>; Bielenberg, Ben <Bielenberg.Ben@epa.gov>; Poetter, Joe <poetter.joe@epa.gov>
Subject: Region 8's updated V/V numbers

Hi, Carol and Janet – attached is Region 8's updated chart for the VERA/VSIP package.

Please let me know if you have questions (I'm in the office for a couple more hours), or you can contact Joe Poetter (303-312-6186) on Wednesday, July 5th, or Ben Bielenberg (303-312-6771) on July 6th.

Thanks! ☺

Beth

Message

From: Hart, Debbi [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=62AFB40F2BF1484D933F2CE207EB20E7-HART, DEBRA]
Sent: 6/5/2017 7:13:03 PM
To: Lindsay, Nancy [Lindsay.Nancy@epa.gov]; Parker, Gary [parker.gary@epa.gov]
CC: Hunt, Loretta [Hunt.Loretta@epa.gov]; Kuhns, Jason [Kuhns.Jason@epa.gov]; Dalrymple, Anne [Dalrymple.Anne@epa.gov]; Barber, Anthony [Barber.Anthony@epa.gov]; Willig, Jeanine [willig.jeanine@epa.gov]; Marvin Schulman [Schulman.Marvin@epa.gov]; McNeal, Detha [McNeal.Detha@epa.gov]
Subject: RE: Final Decision - Region 10 V/V package

LOL! I do believe that's what you indicated—the May 24th submission. I think I've got it... ☺ Debbi

From: Hart, Debbi
Sent: Monday, June 05, 2017 3:10 PM
To: Lindsay, Nancy <Lindsay.Nancy@epa.gov>; Parker, Gary <parker.gary@epa.gov>
Cc: Hunt, Loretta <Hunt.Loretta@epa.gov>; Kuhns, Jason <Kuhns.Jason@epa.gov>; Dalrymple, Anne <Dalrymple.Anne@epa.gov>; Barber, Anthony <Barber.Anthony@epa.gov>; Willig, Jeanine <willig.jeanine@epa.gov>; Marvin Schulman <Schulman.Marvin@epa.gov>; McNeal, Detha <McNeal.Detha@epa.gov>
Subject: RE: Final Decision - Region 10 V/V package

OK Nancy—appreciate the update. Just confirming that we are moving forward with the package you originally submitted on 5/24—right? Thanks in advance. Debbi

From: Lindsay, Nancy
Sent: Monday, June 05, 2017 2:29 PM
To: Hart, Debbi <Hart.Debbi@epa.gov>; Parker, Gary <parker.gary@epa.gov>
Cc: Hunt, Loretta <Hunt.Loretta@epa.gov>; Kuhns, Jason <Kuhns.Jason@epa.gov>; Dalrymple, Anne <Dalrymple.Anne@epa.gov>; Barber, Anthony <Barber.Anthony@epa.gov>
Subject: Final Decision - Region 10 V/V package

Debbie & Gary,

Region 10 has decided to stick with the package we submitted on May 24th for a total of positions so will not be submitting a revised package.

Thank you for your flexibility and patience!
Nancy

From: Lindsay, Nancy
Sent: Wednesday, May 31, 2017 7:48 AM
To: Hart, Debbi <Hart.Debbi@epa.gov>
Cc: Hunt, Loretta <Hunt.Loretta@epa.gov>; Parker, Gary <parker.gary@epa.gov>; Kuhns, Jason <Kuhns.Jason@epa.gov>; Dalrymple, Anne <Dalrymple.Anne@epa.gov>; Barber, Anthony <Barber.Anthony@epa.gov>
Subject: Re: R10 V/V submittal

We are submitting a revised package today adding positions. My apologies for not letting you know yesterday!
Thanks, Nancy

Sent from my iPhone

On May 26, 2017, at 11:01 AM, Hart, Debbi <Hart.Debbi@epa.gov> wrote:

FYI- Nancy may send and updated package on Tuesday. She will let us know one way or another. Thanks.
Debbi

Debbi Hart
Director
Policy, Planning & Training Division
OHR, OARM
USEPA
202.564.2011
hart.debbi@epa.gov

Message

From: Breneman, Sara [breneman.sara@epa.gov]
Sent: 6/30/2017 7:41:20 PM
To: Terris, Carol [Terris.Carol@epa.gov]; Remmers, Janet [Remmers.Janet@epa.gov]; Shanahan, Katherine [Shanahan.Katherine@epa.gov]; Hart, Debbi [Hart.Debbi@epa.gov]; Hunt, Loretta [Hunt.Loretta@epa.gov]
CC: Sloan, Steve [sloan.steven@epa.gov]; Sanders, Amy [Sanders.Amy@epa.gov]; Maso, Carmen [maso.carmen@epa.gov]; Meyer, Dale [meyer.dale@epa.gov]; Sypniewski, Bruce [sypniewski.bruce@epa.gov]; Marlinga, Richard [marlinga.richard@epa.gov]
Subject: FW: V/V Budget Tables update information
Attachments: v and v budget information tables v3 (R5).docx

Janet, Carol, et al,

Here is the updated R5 version of the financial portion of the V/V package.

Thanks, and have a great weekend/holiday!

Sara

From: Sloan, Steve
Sent: Friday, June 30, 2017 2:10 PM
To: Breneman, Sara <breneman.sara@epa.gov>
Cc: Sanders, Amy <Sanders.Amy@epa.gov>; Sypniewski, Bruce <sypniewski.bruce@epa.gov>; Marlinga, Richard <marlinga.richard@epa.gov>; Maso, Carmen <maso.carmen@epa.gov>; Meyer, Dale <meyer.dale@epa.gov>
Subject: RE: V/V Budget Tables update information

Sara,
Attached is the completed (revised) document.
Please make sure to send to both Carol Terris and Janet Remmers.
Any questions? Let me know.
Have a good weekend...Steve

From: Shanahan, Katherine
Sent: Friday, June 30, 2017 9:14 AM
To: Pastalove, Barbara <Pastalove.Barbara@epa.gov>; Rubel, Robert <Rubel.Robert@epa.gov>; McManus, Catharine <mcmamus.catharine@epa.gov>; Burrows, Eileen <BURROWS.EILEEN@EPA.GOV>; Schwartz, Barbara <Schwartz.Barbara@epa.gov>; Sanders, Amy <Sanders.Amy@epa.gov>; Breneman, Sara <breneman.sara@epa.gov>; Marlinga, Richard <marlinga.richard@epa.gov>; Rodriguez, Ray <Rodriguez.Ray@epa.gov>; Hill, Troy <Hill.Troy@epa.gov>; Price, Patricia <price.patricia@epa.gov>; Fowler, Joshua <Fowler.Joshua@epa.gov>; Lane, Vicki <Lane.Vicki@epa.gov>; Barber, Anthony <Barber.Anthony@epa.gov>; OCFO-SBO <OCFOSBO@epa.gov>; OCFO-Regional-Comptroller <OCFORegionalComptroller@epa.gov>; OHR PMOs <OHR_PMOs@epa.gov>; Terris, Carol <Terris.Carol@epa.gov>; Remmers, Janet <Remmers.Janet@epa.gov>; Baden, Beth <Baden.Beth@epa.gov>; Klinker, Wendy <Klinker.Wendy@epa.gov>; Ajabi, Laurel <Ajabi.Laurel@epa.gov>
Cc: McDonald, James <McDonald.James@epa.gov>; Kenyon, Michael <Kenyon.Michael@epa.gov>
Subject: V/V Budget Tables update information

Good Morning Everyone

As Janet and Carol promised on yesterday's conference calls, please find attached the V/V Budget Tables update. In addition to the table template, Janet has included some Best Practices and clarified that the calculations should be based on the "Maximum number of offers that would be accepted".

If you were unable to make the call and are unclear as to your next steps, please feel free to call me at 617-918-1619 and I will explain what was discussed during the call. If you have specific finance questions, Janet Remmers at 202-564-0548, is taking the lead for OCFO on the budget portion of the V/V submission.

Please Note: I went through every message that indicated yesterday's meeting invite had been forwarded. I typed in the names individually and while some added to the Address list, most did not. It appears that their names already appeared on either the Budget Officer Mail list or the Comptroller Mail list. Thus, if you do not see their individual name above, rest assured they were not missed!

Thank you

Kathie Shanahan
Human Resource Officer
EPA New England Region 1
617-918-1619

Message

From: Hunt, Loretta [Hunt.Loretta@epa.gov]
Sent: 7/7/2017 12:31:13 PM
To: Sanders, Amy [Sanders.Amy@epa.gov]
CC: Sypniewski, Bruce [sypniewski.bruce@epa.gov]; Marlinga, Richard [marlinga.richard@epa.gov]; Hart, Debbi [Hart.Debbi@epa.gov]; Parker, Gary [parker.gary@epa.gov]
Subject: Re: V/V Communication Templates

Yes

Sent from my iPhone

On Jul 7, 2017, at 8:02 AM, Sanders, Amy <Sanders.Amy@epa.gov> wrote:

Loretta,

Last time our ARA sent this out. I just want to confirm that's still okay?

Thanks,

Amy Sanders
Acting, Assistant Regional Administrator
U.S. EPA, Region 5
Resources Management Division
77 W Jackson Blvd
Chicago, IL 60604
Email: sanders.amy@epa.gov
Office: (312) 353-9196
Office Fax: (312) 353-1517

From: Hunt, Loretta
Sent: Thursday, July 06, 2017 6:03 PM
To: RHRO <RHRO@epa.gov>; OHR PMOs <OHR_PMOs@epa.gov>
Cc: Hart, Debbi <Hart.Debbi@epa.gov>; Parker, Gary <parker.gary@epa.gov>; Coomber, Robert <coomber.robert@epa.gov>; Peabody, Hitch <Peabody.Hitch@epa.gov>; Gray, Linda <gray.linda@epa.gov>; Carpenter, Wesley <Carpenter.Wesley@epa.gov>
Subject: V/V Communication Templates
Importance: High

HR Community,

Here are the templates we promised on today's HR Community Call.

Please keep in mind the following:

- <!--[if !supportLists]--><!--[endif]-->The agency must have approval from OPM before notices can be sent. Stay tuned.
- <!--[if !supportLists]--><!--[endif]-->The general notification goes to all employees in your program or region.
- <!--[if !supportLists]--><!--[endif]-->The "targeted position" notice and attachments will only be sent to employees in your program/region's targeted positions pool.

- <!--[if !supportLists]--><!--[endif]-->For organizations that targeted SL/ST positions, the Executive Resources Division is the servicing HR Office, not the SSC.

If you have any questions or concerns about the template, please contact Debbi Hart at (202) 564-2011 or hart.debbi@epa.gov.

Thanks.

Loretta L. Hunt
Branch Chief
Policy and Accountability Branch
Policy, Planning and Training Division
Office of Human Resources
U.S. EPA
Phone: (202) 564-6963
Email: hunt.loretta@epa.gov

To: RHRO[RHRO@epa.gov]; OHR PMOs[OHR_PMOs@epa.gov]
Cc: Parker, Gary[parker.gary@epa.gov]; Loretta Hunt[Hunt.Loretta@epa.gov]; Taylor, Jeremy[Taylor.Jeremy@epa.gov]; Engebretson, Elizabeth[Engebretson.Lizabeth@epa.gov]; Bonner, Jerome[Bonner.Jerome@epa.gov]; Carpenter, Wesley[Carpenter.Wesley@epa.gov]; Gray, Linda[gray.linda@epa.gov]; Peabody, Hitch[Peabody.Hitch@epa.gov]; Coomber, Robert[coomber.robert@epa.gov]; Corbett, Krysti[Corbett.Krysti@epa.gov]
Bcc: Showman, John[Showman.John@epa.gov]; Vizian, Donna[Vizian.Donna@epa.gov]
From: Hart, Debbi
Sent: Fri 7/7/2017 9:36:17 PM
Subject: VERA/VSIP status update

Hello to All-

Sadly, at this point we do not have formal approval of our package. (I must have jinxed it yesterday. Womp womp!) We do have OMB's formal concurrence (just received!) and OPM's commitment to prepare the package for signature first thing Monday though, so stay tuned and have a great weekend! ☺ Debbi

P.S. On yesterday's call I was asked to check in with OCFO about how incentive payments above the \$12M will be addressed. The word is that OCFO is taking another look at funding and believes more dollars may be available. So another positive note! OCFO expects to provide an update to folks early next week.

Debbi Hart
Director

Policy, Planning & Training Division
OHR, OARM
USEPA
202.564.2011
hart.debbi@epa.gov

To: Vizian, Donna[Vizian.Donna@epa.gov]
From: Hart, Debbi
Sent: Tue 6/27/2017 7:06:32 PM
Subject: FW: Paying for V/V offers

Did we hear back from Carol? (Can I contact her if we didn't?) Is she coming to OMB tomorrow?

From: Hunt, Loretta
Sent: Tuesday, June 27, 2017 10:43 AM
To: Hart, Debbi <Hart.Debbi@epa.gov>
Cc: Coomber, Robert <coomber.robert@epa.gov>; Parker, Gary <parker.gary@epa.gov>
Subject: Paying for V/V offers
Importance: High

Debbi,

I know OCFO is providing \$12 million from the central fund to cover offers. The central fund is to be split equally amongst programs and regions. Anything above the central fund amount, the program or region has to fund out of their own budget, correct?

Was this information communicated officially?

The unions asked Bob about this matter.

Thanks.

Loretta L. Hunt

Branch Chief

Policy and Accountability Branch

Policy, Planning and Training Division

Office of Human Resources

U.S. EPA

Phone: (202) 564-6963

Email: hunt.loretta@epa.gov

To: Vizian, Donna[Vizian.Donna@epa.gov]; Showman, John[Showman.John@epa.gov]; Hart, Debbi[Hart.Debbi@epa.gov]
From: Cooper, Marian
Sent: Thur 6/8/2017 4:28:26 PM
Subject: RE: Agency Approach to Early Outs and Buyouts – Phase 2

I got it. thanks

Marian Pechmann Cooper

Chief of Staff

Office of Administration and Resources Management

William Jefferson Clinton Federal Building-NORTH (3330)

Washington, DC 20460

office number -- 202 564-0620

office fax -- 202 564-0233



From: Vizian, Donna
Sent: Thursday, June 08, 2017 12:26 PM
To: Cooper, Marian <Cooper.Marian@epa.gov>; Showman, John <Showman.John@epa.gov>; Hart, Debbi <Hart.Debbi@epa.gov>
Subject: RE: Agency Approach to Early Outs and Buyouts – Phase 2

Since the MM approval process can be quite lengthy, we should aim for early next week for a first cut. Thank you!

From: Cooper, Marian

Sent: Thursday, June 08, 2017 10:00 AM

To: Showman, John <Showman.John@epa.gov>; Vizian, Donna <Vizian.Donna@epa.gov>; Hart, Debbi <Hart.Debbi@epa.gov>

Subject: RE: Agency Approach to Early Outs and Buyouts – Phase 2

Debbi – are you taking the lead on re-working these or do you want me to?

When are these due?

Marian Pechmann Cooper

Chief of Staff

Office of Administration and Resources Management

William Jefferson Clinton Federal Building-NORTH (3330)

Washington, DC 20460

office number -- 202 564-0620

office fax -- 202 564-0233



From: Showman, John

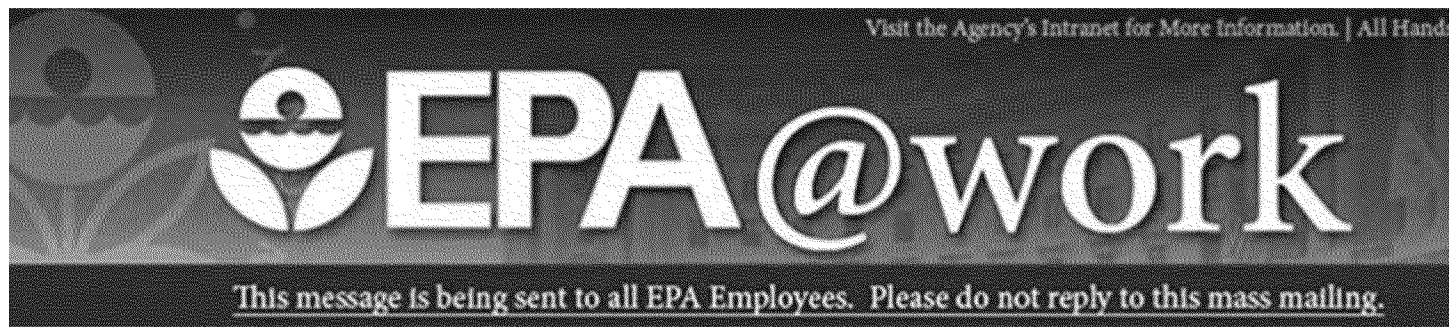
Sent: Thursday, June 08, 2017 8:14 AM

To: Vizian, Donna <Vizian.Donna@epa.gov>; Cooper, Marian <Cooper.Marian@epa.gov>; Hart, Debbi <Hart.Debbi@epa.gov>

Subject: FW: Agency Approach to Early Outs and Buyouts – Phase 2

Importance: High

From: Mass Mailer [mailto:Mass_Mailer@epa.gov]
Sent: Thursday, October 02, 2014 11:33 AM
To: All EPA Employees <All_EPA_Employees@epamail.epa.gov>
Subject: Agency Approach to Early Outs and Buyouts – Phase 2
Importance: High



MEMORANDUM

SUBJECT: Agency Approach to Early Outs and Buyouts – Phase 2

FROM: Lisa Feldt, Acting Deputy Administrator

TO: All EPA Employees

Over the last couple of years, resource constraints have forced us to operate under a series of temporary, agency-wide hiring policies—such as hiring only one person for every two or three who left. These constraints have challenged our ability to attract new talent, build diversity in our staff, and provide all the needed tools to do the job of protecting human health and the environment.

We can and must make long-term changes to support you and the vital work you do for the American people.

Earlier this year, the agency decided to offer employees voluntary **early outs** and **buyouts** (VERA/VSIP) to manage the challenges of evolving approaches to work, continuing resource constraints, and the unpredictability of attrition.

We are committed to realigning our workforce to meet changing mission requirements, to modify and update our business processes, and to increase support for employees to get their jobs done through training, recognition, technology, and similar areas.

When we offered Phase 1 VERA/VSIPs, some offices were not ready to begin the process of realigning their workforce. But after careful review of their workforce and mission, nine offices have decided to participate in a Phase 2 VERA/VSIP process.

Participating offices are Region 2, Region 5, OARM, OCSPP, ORD, OW, OSWER, OAR and OITA. We are currently awaiting approval from the Office of Personnel Management and the Office of Management and Budget to offer about 200 VERA/VSIPs, and contingent upon their approval, employee notices will be prepared and VERA/VSIP applicants would be expected to depart the agency no later than January 9, 2015.

To give employees enough time to attend retirement/benefits counseling and prepare themselves to depart the agency, information was sent to all employees in the participating AAships and regional offices informing them of the process and the list of positions being considered.

As in all VERA/VSIP processes, participation on the part of the employee is completely voluntary.

At EPA, we are extremely fortunate to have such a talented, devoted and professional staff that works tirelessly to protect public health and the environment. By offering Phase 2 VERA/VSIPs, we are taking one more step to ensure that we have the flexibility and skills to design and build the EPA workforce for the future. Thank you for your continued service to the EPA and the nation.

For more information on EPA's Early Out/Buyout activities, please visit: <http://go.epa.gov/vn9e>

To: Remmers, Janet[Remmers.Janet@epa.gov]
Cc: Terris, Carol[Terris.Carol@epa.gov]; Hunt, Loretta[Hunt.Loretta@epa.gov]
From: Hart, Debbi
Sent: Fri 7/7/2017 9:14:44 PM
Subject: RE: EPA Final VERA/VSIP Request--updated information and responses

LOL—I just sent it but thanks. Hopefully that is it!

From: Remmers, Janet
Sent: Friday, July 07, 2017 5:13 PM
To: Hart, Debbi <Hart.Debbi@epa.gov>
Cc: Terris, Carol <Terris.Carol@epa.gov>; Hunt, Loretta <Hunt.Loretta@epa.gov>
Subject: RE: EPA Final VERA/VSIP Request--updated information and responses

I updated summary table on page 3

Janet Remmers, Ph.D.

RPROS

Office of Budget/OCFO

Mail code: 2732A

office: 202-564-0548

aws: 301-593-7870

From: Hart, Debbi
Sent: Friday, July 07, 2017 5:06 PM
To: Remmers, Janet <Remmers.Janet@epa.gov>
Cc: Terris, Carol <Terris.Carol@epa.gov>; Hunt, Loretta <Hunt.Loretta@epa.gov>
Subject: RE: EPA Final VERA/VSIP Request--updated information and responses
Importance: High

OK—Just confirming. So if I update p. 3 of the business case to reflect \$48,229,252 for FY17 Costs I don't need to update anything else?

Debbi Hart
Director

Policy, Planning & Training Division
OHR, OARM
USEPA
202.564.2011
hart.debbi@epa.gov

From: Remmers, Janet
Sent: Friday, July 07, 2017 5:02 PM
To: Hart, Debbi <Hart.Debbi@epa.gov>
Cc: Terris, Carol <Terris.Carol@epa.gov>
Subject: RE: EPA Final VERA/VSIP Request--updated information and responses

Yes, OMB number for FY 2017 Costs is correct.

I forgot to update that number in the Summary Table. The OCSPP cost for FY17 went down from the earlier submission this week.

Sorry.

F	G	H	I
FY 2017 Costs	FY 2018 Savings	FY 2019 Savings	
\$48,229,252	\$129,680,961	\$77,342,826	

Janet Remmers, Ph.D.

RPROS

Office of Budget/OCFO

Mail code: 2732A

office: 202-564-0548

aws: 301-593-7870

From: Hart, Debbi

Sent: Friday, July 07, 2017 4:56 PM

To: Remmers, Janet <Remmers.Janet@epa.gov>

Cc: Terris, Carol <Terris.Carol@epa.gov>

Subject: FW: EPA Final VERA/VSIP Request--updated information and responses

Importance: High

Janet—Can you take a look?

From: Grossman, Andrea L. EOP/OMB [mailto:Andrea_L_Grossman@omb.eop.gov]

Sent: Friday, July 07, 2017 4:53 PM

To: Hart, Debbi <Hart.Debbi@epa.gov>

Cc: Hickey, Mike J. EOP/OMB <Michael_Hickey@omb.eop.gov>

Subject: RE: EPA Final VERA/VSIP Request--updated information and responses

Debbi,

One small issue I'm catching: when I add up the FY17 costs I get a slight difference from what

you're showing in your table on page 3 (see attached for my excel document where I've copied over what appear in the business case- let me know if I'm making a mistake in my calculation, or update the figure on page 3). On the bright side, I'm showing your FY17 costs as slightly lower! If accurate, can you send to the broader group on this email an updated version?

I'm working to talk my management through the changes you worked to incorporate and will keep you posted.

Andrea Grossman

Program Examiner, OMB Environment Branch

202-395-4756

From: Hart, Debbi [<mailto:Hart.Debbi@epa.gov>]

Sent: Friday, July 7, 2017 3:47 PM

To: Grossman, Andrea L. EOP/OMB <Andrea_L_Grossman@omb.eop.gov>; Coleman, Darrell E <Darrell.Coleman@opm.gov>; Thornton, Cathryn <Cathryn.Thornton@opm.gov>; Butler, Monica <Monica.Butler@opm.gov>; Snowden, Gregory A <Gregory.Snowden@opm.gov>; Mahoney, Michael J <Mike.Mahoney@opm.gov>

Cc: Vizian, Donna <Vizian.Donna@epa.gov>; Showman, John <Showman.John@epa.gov>; Gray, Linda <gray.linda@epa.gov>; Carpenter, Wesley <Carpenter.Wesley@epa.gov>; Parker, Gary <parker.gary@epa.gov>; Hunt, Loretta <Hunt.Loretta@epa.gov>; Hickey, Mike J. EOP/OMB <Michael_Hickey@omb.eop.gov>; Remmers, Janet <Remmers.Janet@epa.gov>; Terris, Carol <Terris.Carol@epa.gov>

Subject: RE: EPA Final VERA/VSIP Request--updated information and responses

Importance: High

Andrea-

Please see the updated business case/targeted positions template and our responses to your outstanding questions, all attached. We are standing by for questions. Thanks again. Debbi

Debbi Hart
Director

Policy, Planning & Training Division
OHR, OARM
USEPA
202.564.2011
hart.debbi@epa.gov

From: Grossman, Andrea L. EOP/OMB [mailto:Andrea_L_Grossman@omb.eop.gov]
Sent: Friday, July 07, 2017 12:19 PM
To: Hart, Debbi <Hart.Debbi@epa.gov>; Snowden, Gregory A <Gregory.Snowden@opm.gov>; Mahoney, Michael J <Mike.Mahoney@opm.gov>; Coleman, Darrell E <Darrell.Coleman@opm.gov>; Thornton, Cathryn <Cathryn.Thornton@opm.gov>; Butler, Monica <Monica.Butler@opm.gov>
Cc: Vizian, Donna <Vizian.Donna@epa.gov>; Showman, John <Showman.John@epa.gov>; Gray, Linda <gray.linda@epa.gov>; Carpenter, Wesley <Carpenter.Wesley@epa.gov>; Parker, Gary <parker.gary@epa.gov>; Hunt, Loretta <Hunt.Loretta@epa.gov>; Hickey, Mike J. EOP/OMB <Michael_Hickey@omb.eop.gov>
Subject: RE: EPA Final VERA/VSIP Request--email 3 of 3

Debbi,

Thank you for this response. I'm attaching an updated list of outstanding data/consistency issues.

I'm not sure all of the offices understood our question about accounting for payroll for all positions classified as "restructure". As you'll see, this issue represents the vast majority of our outstanding issues. Even if a position will be filled internally, those payroll costs need to be accounted for in Table B. Many of the "Table B"s in the business case account for savings for the max number of offers, but do not include any costs for positions listed as "restructure", which indicates that those positions are actually being eliminated. Please see attached for the complete list of places this occurs.

I'm happy to chat through this if needed. I don't think this will take a long time to incorporate, as

it should just be updating the math in the tables and ensuring everything is accounted for in the agency roll-up total (and it is likely easier to do centrally rather than farming it back out to all the offices).

Do you also have a written response you can provide for the other two non-data questions I sent over on 6/29?

Thank you,

Andrea Grossman

Program Examiner, OMB Environment Branch

202-395-4756

From: Hart, Debbi [<mailto:Hart.Debbi@epa.gov>]

Sent: Friday, July 7, 2017 8:57 AM

To: Snowden, Gregory A <Gregory.Snowden@opm.gov>; Mahoney, Michael J <Mike.Mahoney@opm.gov>; Coleman, Darrell E <Darrell.Coleman@opm.gov>; Thornton, Cathryn <Cathryn.Thornton@opm.gov>; Butler, Monica <Monica.Butler@opm.gov>; Mulligan, James S. EOP/OMB <James_S_Mulligan@omb.eop.gov>; Grossman, Andrea L. EOP/OMB <Andrea_L_Grossman@omb.eop.gov>

Cc: Vizian, Donna <Vizian.Donna@epa.gov>; Showman, John <Showman.John@epa.gov>; Gray, Linda <gray.linda@epa.gov>; Carpenter, Wesley <Carpenter.Wesley@epa.gov>; Parker, Gary <parker.gary@epa.gov>; Hunt, Loretta <Hunt.Loretta@epa.gov>

Subject: EPA Final VERA/VSIP Request--email 3 of 3

EPA's final targeted positions chart. I will contact you to ensure receipt of all three pieces. Debbi

From: Hart, Debbi

Sent: Friday, July 07, 2017 8:54 AM

To: 'Snowden, Gregory A' <Gregory.Snowden@opm.gov>; 'Mahoney, Michael J' <Mike.Mahoney@opm.gov>; 'Coleman, Darrell E' <Darrell.Coleman@opm.gov>; 'Thornton, Cathryn' <Cathryn.Thornton@opm.gov>; 'Butler, Monica' <Monica.Butler@opm.gov>;

'Mulligan, James S. EOP/OMB' <James_S_Mulligan@omb.eop.gov>; 'Grossman, Andrea L. EOP/OMB' <Andrea_L_Grossman@omb.eop.gov>
Cc: Vizian, Donna <Vizian.Donna@epa.gov>; Showman, John <Showman.John@epa.gov>; Gray, Linda <gray.linda@epa.gov>; Carpenter, Wesley <Carpenter.Wesley@epa.gov>; Parker, Gary <parker.gary@epa.gov>; Loretta Hunt <Hunt.Loretta@epa.gov>
Subject: EPA Final VERA/VSIP Request--email 2 of 3

EPA's final business case (attached). DH

From: Hart, Debbi
Sent: Friday, July 07, 2017 8:52 AM
To: Snowden, Gregory A <Gregory.Snowden@opm.gov>; Mahoney, Michael J <Mike.Mahoney@opm.gov>; Coleman, Darrell E <Darrell.Coleman@opm.gov>; Thornton, Cathryn <Cathryn.Thornton@opm.gov>; Butler, Monica <Monica.Butler@opm.gov>; Mulligan, James S. EOP/OMB <James_S_Mulligan@omb.eop.gov>; 'Grossman, Andrea L. EOP/OMB' <Andrea_L_Grossman@omb.eop.gov>
Cc: Vizian, Donna <Vizian.Donna@epa.gov>; Showman, John <Showman.John@epa.gov>; Gray, Linda <gray.linda@epa.gov>; Carpenter, Wesley <Carpenter.Wesley@epa.gov>; Parker, Gary <parker.gary@epa.gov>; Loretta Hunt <Hunt.Loretta@epa.gov>
Subject: EPA Final VERA/VSIP Request--email 1 of 3
Importance: High

Greetings All-

Thank you for your assistance with this effort. As for our informal request, we are submitting our final package in three pieces. Attached is our signed VERA/VSIP template request. This will be followed by our final business case and targeted positions table. Please let us know if there are any questions. Thanks again-- Debbi

Debbi Hart
Director

Policy, Planning & Training Division
OHR, OARM
USEPA
202.564.2011
hart.debbi@epa.gov

To: Parker, Gary[parker.gary@epa.gov]; Loretta Hunt[Hunt.Loretta@epa.gov]; Willig, Jeanine[willig.jeanine@epa.gov]; Kuhns, Jason[kuhns.jason@epa.gov]; McNeal, Detha[McNeal.Detha@epa.gov]; Marvin Schulman[Schulman.Marvin@epa.gov]
From: Hart, Debbi
Sent: Thur 6/8/2017 4:21:54 PM
Subject: FW: Revised OW VERA/VSIP Request
Office of Water VERA and VSIP Justification with Budget Final v3 06-08-17.docx
OW V-V Attachment 1 Final v3 06-08-17.docx
OW Org Charts for V-V request 05-24-17 Attachment 2 Final.pptx
OW Targeted Positions Template Attachment 3 Final v3 06-08-17.xlsx
OW V-V Attachment 4 Final v2 06-08-17.docx

Just in.

From: Torrez, Alfredo
Sent: Thursday, June 08, 2017 12:20 PM
To: Hart, Debbi <Hart.Debbi@epa.gov>
Cc: Best-Wong, Benita <Best-Wong.Benita@epa.gov>; OW Deputy Office Directors <OWDeputyOfficeDirectors@epa.gov>
Subject: Revised OW VERA/VSIP Request
Importance: High
Sensitivity: Confidential

Debbi,

Attached is OW's revised VERA/VSIP request. Our target pool was reduced to [] with the number of maximum VSIP offers remaining the same at []. The number of offers to EPS increased from [] to [] and the number of offers to SLs decreased from [] to []. Note that the information in attachment 2 did not change.

Alfredo Torrez, Associate Director and

OW Program Management Official

Management and Operations Staff

Office of Water, Office of the Assistant Administrator

U.S. Environmental Protection Agency

Room 3311C WJC East (4101M)

Phone: (202) 564-6621 Mobile: (202) 573-1956

Fax: (202) 564-0500

Email: torrez.alfredo@epa.gov

Please consider the environment before printing this email.

Information contained in this message may be subject to the Privacy Act (5USC 552a) and should be treated accordingly. The information transmitted is intended only for the person or entity to which it is addressed and may contain confidential and/or privileged information. Any review, re-transmission, dissemination or other use of, or taking of any action in reliance upon, this information by persons or entities other than the intended recipient is prohibited. If you receive this in error, please contact the sender and delete the material from any computer.

To: Loretta Hunt[Hunt.Loretta@epa.gov]; Kuhns, Jason[kuhns.jason@epa.gov]; McNeal, Detha[McNeal.Detha@epa.gov]; Parker, Gary[parker.gary@epa.gov]; Marvin Schulman[Schulman.Marvin@epa.gov]; Willig, Jeanine[willig.jeanine@epa.gov]
From: Hart, Debbi
Sent: Mon 6/5/2017 6:09:51 PM
Subject: Attention V/V team--

Thanks for all your efforts over the past week—I know you were way busy and I can see that we made huge progress. Hooray!

At this point we need to be a very tightly coordinated team. I know that Regions/Programs are tweaking their business cases and numbers, which we plan to bring a stop to shortly. Regardless, we need to be sharing updates across the team. So please share any updates to numbers coming from tweaked business cases or targeted position adjustments with each other and me as they occur so we are all in one giant, seven-person loop. Thanks again and let me know if you have any questions. Debbi

Debbi Hart
Director

Policy, Planning & Training Division
OHR, OARM
USEPA
202.564.2011
hart.debbi@epa.gov

Message

From: Torrez, Alfredo [Torrez.Alfredo@epa.gov]
Sent: 7/7/2017 9:14:11 PM
To: Hart, Debbi [Hart.Debbi@epa.gov]; Hunt, Loretta [Hunt.Loretta@epa.gov]
CC: Stevens, Robert [Stevens.Robert@epa.gov]
Subject: RE: Questions Regarding V/V Notices

Thanks! Have a great weekend!

Alfredo Torrez, Associate Director and
OW Program Management Official
Management and Operations Staff
Office of Water, Office of the Assistant Administrator
U.S. Environmental Protection Agency
Room 3311C WJC East (4101M)
Phone: (202) 564-6621 Mobile: (202) 573-1956
Fax: (202) 564-0500
Email: torrez.alfredo@epa.gov

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From: Hart, Debbi
Sent: Friday, July 07, 2017 4:39 PM
To: Torrez, Alfredo <Torrez.Alfredo@epa.gov>; Hunt, Loretta <Hunt.Loretta@epa.gov>
Cc: Stevens, Robert <Stevens.Robert@epa.gov>
Subject: RE: Questions Regarding V/V Notices

Alfredo-

I just told another office that the communications could be sent on behalf of the AA as they had a similar situation, so I don't see a problem with what you are suggesting. Have a good weekend! Debbi

From: Torrez, Alfredo
Sent: Friday, July 07, 2017 4:24 PM
To: Hart, Debbi <Hart.Debbi@epa.gov>; Hunt, Loretta <Hunt.Loretta@epa.gov>
Cc: Stevens, Robert <Stevens.Robert@epa.gov>
Subject: Questions Regarding V/V Notices

We have a situation where both our AA and DAA are going to be out next Monday and Tuesday.

- 1) Do the V/V notices going out Monday (or scheduled to out Monday) have to be signed by the AA or DAA, or can they be signed by someone acting for them?
- 2) Do the notices need to be sent from their email boxes or can they be sent out for them by their schedulers?

Alfredo Torrez, Associate Director and
OW Program Management Official
Management and Operations Staff
Office of Water, Office of the Assistant Administrator
U.S. Environmental Protection Agency
Room 3311C WJC East (4101M)
Phone: (202) 564-6621 Mobile: (202) 573-1956
Fax: (202) 564-0500

Email: torrez.alfredo@epa.gov

Please consider the environment before printing this email.

Information contained in this message may be subject to the Privacy Act (5USC 552a) and should be treated accordingly. The information transmitted is intended only for the person or entity to which it is addressed and may contain confidential and/or privileged information. Any review, re-transmission, dissemination or other use of, or taking of any action in reliance upon, this information by persons or entities other than the intended recipient is prohibited. If you receive this in error, please contact the sender and delete the material from any computer.

To: Hart, Debbi[Hart.Debbi@epa.gov]; Hunt, Loretta[Hunt.Loretta@epa.gov]; Parker, Gary[parker.gary@epa.gov]
Cc: Stevens, Robert[Stevens.Robert@epa.gov]; Torrez, Alfredo[Torrez.Alfredo@epa.gov]
From: Erickson, Amber
Sent: Mon 7/3/2017 6:06:15 PM
Subject: FW: V/V Budget Tables update information-status
Office of Water VERA and VSIP Justification with Budget Final 07-03-17.docx

Hi all,

I'm forwarding OW's revised VERA/VSIP budget template that we submitted to OCFO. Based on the additional guidance from OCFO, we eliminated Attachment 4 from our package and included all calculations in the footnotes of our business case. Please let me know if you have questions or need anything additional.

Have a great holiday,

Amber

From: Erickson, Amber
Sent: Monday, July 3, 2017 1:57 PM
To: Remmers, Janet <Remmers.Janet@epa.gov>; Terris, Carol <Terris.Carol@epa.gov>
Cc: Fontaine, Tim <Fontaine.Tim@epa.gov>; Stevens, Robert <Stevens.Robert@epa.gov>; Torrez, Alfredo <Torrez.Alfredo@epa.gov>
Subject: FW: V/V Budget Tables update information-status

Hi Janet,

OW's revised template is attached; please let me know if you have questions or need any additional edits. Thanks for the additional guidance you provided.

Amber

From: Fontaine, Tim
Sent: Monday, July 3, 2017 8:43 AM
To: Erickson, Amber <Erickson.Amber@epa.gov>
Cc: Stevens, Robert <Stevens.Robert@epa.gov>; Torrez, Alfredo <Torrez.Alfredo@epa.gov>; Woods, Terry <Woods.Terry@epa.gov>; Spraul, Greg <Spraul.Greg@epa.gov>
Subject: FW: V/V Budget Tables update information-status

Amber,

Wanted to make sure you got this additional guidance on foot notes.

Tim Fontaine

EPA Office of Water

(202) 564-0318

From: Remmers, Janet

Sent: Saturday, July 01, 2017 6:32 AM

To: Fontaine, Tim <Fontaine.Tim@epa.gov>; Standifer, Juanita <Standifer.Juanita@epa.gov>; Maher, Karen <Maher.Karen@epa.gov>; Soward, Ruth-Alene <Soward.Ruth-Alene@epa.gov>; McCluney, Lance <McCluney.Lance@epa.gov>; Janowiak, Susan <Janowiak.susan@epa.gov>; Eubanks, Kristy <Eubanks.Kristy@epa.gov>; Klinker, Wendy <Klinker.Wendy@epa.gov>; Greenwald, Beth <Greenwald.Beth@epa.gov>; Bielenberg, Ben <Bielenberg.Ben@epa.gov>; Wong, Melissa <Wong.Melissa@epa.gov>

Subject: FW: V/V Budget Tables update information-status

Status update on the V/V Budget Tables submissions: Still need: OW, OEI, OCFO, OA, R03, R04, R07- needs corrections, R08, R09

I know in some offices this exercise is being done by the HRO or PMO. They would need help from the budget community.

We would greatly appreciate your help in getting these completed by Monday, July 3rd.

I am finding that folks are making this too complicated. It should be fairly simple. Here are some suggestions:

Row A should be the 2017 Opplan payroll (Pre-V/V). it should be the same in FY18 and FY19 columns.

Rows B and C should be \$0 in both FY18 and FY19

Row D: this should be FY17 pay minus pay for the max offer positions . it should be the same in FY18 and Fy19 columns.

Row E: Pay for New Hires in FY 18 should be half of the pay in FY19. It is assumed the new hires will come onboard mid-year.

Row G should be the 2017 opplan WCF. it should be the same number in FY18 and FY19 columns.

Row H should be the 2017 WCF minus WCF for max offer positions. it should be the same number in FY18 and FY19 columns.

Row I WCF for New Hires in FY 18 should be half of the pay in FY19. It is assumed the new hires will come onboard mid-year.

Please feel free to call me on 202-564-0548 if you have questions.

Janet Remmers, Ph.D.

RPROS

Office of Budget/OCFO

Mail code: 2732A

office: 202-564-0548

aws: 301-593-7870

From: Remmers, Janet

Sent: Friday, June 30, 2017 5:42 PM

To: Shanahan, Katherine <Shanahan.Katherine@epa.gov>; Pastalove, Barbara <Pastalove.Barbara@epa.gov>; Rubel, Robert <Rubel.Robert@epa.gov>; McManus, Catharine <mcmanus.catharine@epa.gov>; Burrows, Eileen <BURROWS.EILEEN@EPA.GOV>;

Schwartz, Barbara <Schwartz.Barbara@epa.gov>; Sanders, Amy <Sanders.Amy@epa.gov>; Breneman, Sara <breneman.sara@epa.gov>; Marlinga, Richard <marlinga.richard@epa.gov>; Rodriguez, Ray <Rodriguez.Ray@epa.gov>; Hill, Troy <Hill.Troy@epa.gov>; Price, Patricia <price.patricia@epa.gov>; Fowler, Joshua <Fowler.Joshua@epa.gov>; Lane, Vicki <Lane.Vicki@epa.gov>; Barber, Anthony <Barber.Anthony@epa.gov>; OCFO-SBO <OCFOSBO@epa.gov>; OCFO-Regional-Comptroller <OCFORegionalComptroller@epa.gov>; OHR PMOs <OHR_PMOs@epa.gov>; Terris, Carol <Terris.Carol@epa.gov>; Baden, Beth <Baden.Beth@epa.gov>; Klinker, Wendy <Klinker.Wendy@epa.gov>; Ajabi, Laurel <Ajabi.Laurel@epa.gov>
Cc: McDonald, James <McDonald.James@epa.gov>; Kenyon, Michael <Kenyon.Michael@epa.gov>
Subject: RE: V/V Budget Tables update information

Status update on the V/V Budget Tables submissions:

We have half of the offices' submissions.

We hope to have this completed by Monday, July 3rd. For those still outstanding, please let me know if have questions.

Still need:

OW

ORD

OEI

OCFO

OA

R02- needs corrections

R03

R04

R07- needs corrections

R08

R09

We have updated Budget Tables from the following:

OAR

OCSPP

OLEM

OECA

OARM

OITA

OGC

R01

R05

R06

R10

Thanks

Janet Remmers, Ph.D.

RPROS

Office of Budget/OCFO

Mail code: 2732A

office: 202-564-0548

aws: 301-593-7870

From: Shanahan, Katherine

Sent: Friday, June 30, 2017 10:14 AM

To: Pastalove, Barbara <Pastalove.Barbara@epa.gov>; Rubel, Robert <Rubel.Robert@epa.gov>; McManus, Catharine <mcmanus.catharine@epa.gov>; Burrows, Eileen <BURROWS.EILEEN@EPA.GOV>; Schwartz, Barbara <Schwartz.Barbara@epa.gov>; Sanders, Amy <Sanders.Amy@epa.gov>; Breneman, Sara <breneman.sara@epa.gov>; Marlinga, Richard <marlinga.richard@epa.gov>; Rodriguez, Ray <Rodriguez.Ray@epa.gov>; Hill, Troy <Hill.Troy@epa.gov>; Price, Patricia <price.patricia@epa.gov>; Fowler, Joshua <Fowler.Joshua@epa.gov>; Lane, Vicki <Lane.Vicki@epa.gov>; Barber, Anthony <Barber.Anthony@epa.gov>; OCFO-SBO <OCFOSBO@epa.gov>; OCFO-Regional-Comptroller <OCFORegionalComptroller@epa.gov>; OHR PMOs <OHR_PMOs@epa.gov>; Terris, Carol <Terris.Carol@epa.gov>; Remmers, Janet <Remmers.Janet@epa.gov>; Baden, Beth <Baden.Beth@epa.gov>; Klinker, Wendy <Klinker.Wendy@epa.gov>; Ajabi, Laurel <Ajabi.Laurel@epa.gov>

Cc: McDonald, James <McDonald.James@epa.gov>; Kenyon, Michael <Kenyon.Michael@epa.gov>

Subject: V/V Budget Tables update information

Good Morning Everyone

As Janet and Carol promised on yesterday's conference calls, please find attached the V/V Budget Tables update. In addition to the table template, Janet has included some Best Practices and clarified that the calculations should be based on the

“Maximum number of offers that would be accepted”.

If you were unable to make the call and are unclear as to your next steps, please feel free to call me at 617-918-1619 and I will explain what was discussed during the call. If you have specific finance questions, Janet Remmers at 202-564-0548, is taking the lead for OCFO on the budget portion of the V/V submission.

Please Note: I went through every message that indicated yesterday's meeting invite had been forwarded. I typed in the names individually and while some added to the Address list, most did not. It appears that their names already appeared on either the Budget Officer Mail list or the Comptroller Mail list. Thus, if you do not see their individual name above, rest assured they were not missed!

Thank you

Kathie Shanahan

Human Resource Officer

EPA New England Region 1

617-918-1619

To: Bonner, Jerome[Bonner.Jerome@epa.gov]; Hart, Debbi[Hart.Debbi@epa.gov]
Cc: Parker, Gary[parker.gary@epa.gov]; Schulman, Marvin[Schulman.Marvin@epa.gov]; Engebretson, Lizabeth[Engebretson.Lizabeth@epa.gov]; Taylor, Jeremy[Taylor.Jeremy@epa.gov]; Atkinson, Ryan[Atkinson.Ryan@epa.gov]; Peabody, Hitch[Peabody.Hitch@epa.gov]; Cunningham, Bisa[cunningham.bisa@epa.gov]; Coomber, Robert[coomber.robert@epa.gov]
From: Hunt, Loretta
Sent: Thur 8/3/2017 5:56:55 PM
Subject: RE: Do we need to have a V/V mtg at 3 pm today?

Not yet. We'll follow-up with senior management.

Loretta L. Hunt

Branch Chief

Policy and Accountability Branch

Policy, Planning and Training Division

Office of Human Resources

U.S. EPA

Phone: (202) 564-6963

Email: hunt.loretta@epa.gov

From: Bonner, Jerome
Sent: Thursday, August 03, 2017 1:52 PM
To: Hart, Debbi <Hart.Debbi@epa.gov>; Hunt, Loretta <Hunt.Loretta@epa.gov>
Cc: Parker, Gary <parker.gary@epa.gov>; Schulman, Marvin <Schulman.Marvin@epa.gov>; Engebretson, Lizabeth <Engebretson.Lizabeth@epa.gov>; Taylor, Jeremy <Taylor.Jeremy@epa.gov>; Atkinson, Ryan <Atkinson.Ryan@epa.gov>; Peabody, Hitch <Peabody.Hitch@epa.gov>; Cunningham, Bisa <cunningham.bisa@epa.gov>; Coomber, Robert <coomber.robert@epa.gov>
Subject: RE: Do we need to have a V/V mtg at 3 pm today?

Debbi/Loretta

Any decision on allowing temp promotion or details [max 120 days] to

targeted position vacated via V/V?

Jerome W. Bonner

Environmental Protection Agency

Office of Administration and Resources Management - Cincinnati

Director, Human Resources

Cincinnati Human Resources Shared Service Center

Tel: 513.569.7950

Mobile: 513.518.4849

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From: Hart, Debbi

Sent: Thursday, August 03, 2017 1:51 PM

To: Engebretson, Lizabeth <Engebretson.Lizabeth@epa.gov>; Taylor, Jeremy <Taylor.Jeremy@epa.gov>; Hunt, Loretta <Hunt.Loretta@epa.gov>; Atkinson, Ryan <Atkinson.Ryan@epa.gov>; Bonner, Jerome <Bonner.Jerome@epa.gov>; Peabody, Hitch <Peabody.Hitch@epa.gov>; Cunningham, Bisa <cunningham.bisa@epa.gov>; Coomber, Robert <coomber.robert@epa.gov>

Cc: Parker, Gary <parker.gary@epa.gov>; Schulman, Marvin <Schulman.Marvin@epa.gov>

Subject: RE: Do we need to have a V/V mtg at 3 pm today?

Liz-

We haven't heard back from OPM so we elevated. We'll let you guys know as soon as we hear anything. debbi

From: Engebretson, Lizabeth
Sent: Thursday, August 03, 2017 1:48 PM
To: Taylor, Jeremy <Taylor.Jeremy@epa.gov>; Hunt, Loretta <Hunt.Loretta@epa.gov>; Atkinson, Ryan <Atkinson.Ryan@epa.gov>; Bonner, Jerome <Bonner.Jerome@epa.gov>; Peabody, Hitch <Peabody.Hitch@epa.gov>; Cunningham, Bisa <cunningham.bisa@epa.gov>; Coomber, Robert <coomber.robert@epa.gov>
Cc: Hart, Debbi <Hart.Debbi@epa.gov>; Parker, Gary <parker.gary@epa.gov>; Schulman, Marvin <Schulman.Marvin@epa.gov>
Subject: RE: Do we need to have a V/V mtg at 3 pm today?

I don't have a need – Unless there is news from OPM on the agency request that went forward...

Regards,

Liz

From: Taylor, Jeremy
Sent: Thursday, August 03, 2017 10:46 AM
To: Hunt, Loretta <Hunt.Loretta@epa.gov>; Engebretson, Lizabeth <Engebretson.Lizabeth@epa.gov>; Atkinson, Ryan <Atkinson.Ryan@epa.gov>; Bonner, Jerome <Bonner.Jerome@epa.gov>; Peabody, Hitch <Peabody.Hitch@epa.gov>; Cunningham, Bisa <cunningham.bisa@epa.gov>; Coomber, Robert <coomber.robert@epa.gov>
Cc: Hart, Debbi <Hart.Debbi@epa.gov>; Parker, Gary <parker.gary@epa.gov>; Schulman, Marvin <Schulman.Marvin@epa.gov>
Subject: RE: Do we need to have a V/V mtg at 3 pm today?

I'm good if no one else has anything.

Jeremy A. Taylor

OARM-RTP-HRMD

Director

919-541-0537



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From: Hunt, Loretta

Sent: Thursday, August 03, 2017 1:37 PM

To: Engebretson, Lizabeth <Engebretson.Lizabeth@epa.gov>; Taylor, Jeremy <Taylor.Jeremy@epa.gov>; Atkinson, Ryan <Atkinson.Ryan@epa.gov>; Bonner, Jerome <Bonner.Jerome@epa.gov>; Peabody, Hitch <Peabody.Hitch@epa.gov>; Cunningham, Bisa <cunningham.bisa@epa.gov>; Coomber, Robert <coomber.robert@epa.gov>

Cc: Hart, Debbi <Hart.Debbi@epa.gov>; Parker, Gary <parker.gary@epa.gov>; Schulman, Marvin <Schulman.Marvin@epa.gov>

Subject: Do we need to have a V/V mtg at 3 pm today?

Thanks.

Loretta L. Hunt

Branch Chief

Policy and Accountability Branch

Policy, Planning and Training Division

Office of Human Resources

U.S. EPA

Phone: (202) 564-6963

Email: hunt.loretta@epa.gov

To: Hart, Debbi[Hart.Debbi@epa.gov]
From: Vizian, Donna
Sent: Mon 6/5/2017 5:58:43 PM
Subject: FW: V/V

From: Best-Wong, Benita
Sent: Monday, June 05, 2017 1:44 PM
To: Vizian, Donna <Vizian.Donna@epa.gov>
Cc: Shapiro, Mike <Shapiro.Mike@epa.gov>
Subject: Re: V/V

We have [] SLs in the Office of Water. Only one would be abolished and that position is in the OW IO.

Sent from my iPhone

On Jun 5, 2017, at 1:12 PM, Vizian, Donna <Vizian.Donna@epa.gov> wrote:

Thank you. Please confirm. We have 5 and I'm trying to finalize the numbers.

On Jun 5, 2017, at 1:12 PM, Shapiro, Mike <Shapiro.Mike@epa.gov> wrote:

No, just one as far as I know. Benita?

Michael Shapiro

Deputy Assistant Administrator

US EPA, Office of Water

On Jun 5, 2017, at 12:42 PM, Vizian, Donna <Vizian.Donna@epa.gov> wrote:

Hi Mike – I OW planning on abolishing all [] of the SL positions included in your business case?

To: Terris, Carol[Terris.Carol@epa.gov]; Barber, Anthony[Barber.Anthony@epa.gov]
Cc: Hart, Debbie[Hart.Debbi@epa.gov]; Lindsay, Nancy[Lindsay.Nancy@epa.gov]
From: Dalrymple, Anne
Sent: Thur 6/29/2017 3:56:03 PM
Subject: Region 10 VERA VSIP Business Case
VV Tables.docx

Hi Carol and Tony –

Attached is the R10 V/V budget table.

Tony's memory may be better on what we changed, but I recall we tried to follow the format and put the payroll saving in FY17; but also at some point thought there might be a logic problem with the instructions.

Tony is currently en route from Portland, but we expect him to arrive in time to be on the 11:30 Pacific/2:30 Eastern call with the HCO community.

Our comptroller, Russ Harmon, is on A/L but we can have our Budget Officer on the call if you think we need her to talk about R10's numbers.

Anne

Anne Dalrymple

Acting Deputy Assistant Regional Administrator

U.S. Environmental Protection Agency

1200 Sixth Ave, Suite 900, OMP 212

Seattle, WA 98101

(206) 553-6313

Message

From: Lane, Vicki [Lane.Vicki@epa.gov]
Sent: 7/7/2017 2:33:31 AM
To: Hart, Debbi [Hart.Debbi@epa.gov]
CC: Hunt, Loretta [Hunt.Loretta@epa.gov]; Schulman, Marvin [Schulman.Marvin@epa.gov]
Subject: RE: V/V Communication Templates - Can we add Attachment A?

Hi Debbi,

In Loretta's absence, I propose one additional paragraph be added to the general notice. I've highlighted the additions in green.

Will you consider approval of the proposed additions for R9's memo to its workforce? In 2014 we posted the list of targeted positions and I would like to do the same in the general notice to reduce the questions from the almost 600 employees occupying positions that are not included in the 2017 R9 VV plan.

Regards, Vicki
415-972-3827

MEMORANDUM

SUBJECT: Voluntary Early Retirement Authority and Voluntary Separation Incentive Payment Opportunities

FROM: Insert Name
Insert Title (Assistant or Regional Administrator)

TO: All Insert Region or AAship Employees

This is a follow-up to Acting Deputy Administrator Mike Flynn's messages last month to all agency employees regarding Voluntary Early Retirement Authority and Voluntary Separation Incentive Payment opportunities. I am pleased to let you know that the U.S. Office of Personnel Management and the U.S. Office of Management and Budget have approved our request to offer VERA/VSIP opportunities to a limited number of EPA employees.

Ex. 5 - Deliberative Process

An employee whose position is in the VERA/VSIP pool will be receiving a separate letter from me. The letter will provide specifics on the application process; please be aware the application period opens on July 12, 2017 and closes at 11:59 p.m. Eastern standard time on July 26, 2017. Employees must depart the agency by September 2, 2017.

The decision to take advantage of a VERA or VSIP is entirely voluntary. This is a very personal decision and no one is required to accept an offer. Employees are urged to carefully consider the information provided and their personal situation prior to deciding. Please contact {Insert RHRO or PMO} with any questions you may have about our VERA/VSIP.

Attachment

From: Hunt, Loretta
Sent: Thursday, July 6, 2017 6:45 PM
To: Lane, Vicki <Lane.Vicki@epa.gov>
Subject: Automatic reply: V/V Communication Templates

I am out of the office 7/7/17. If you require immediate assistance, please contact Marvin Schulman at schulman.marvin@epa.gov or 202-564-7778. Or, I will respond to your message when I am back in the office.
Thank you.

To: Hunt, Loretta[Hunt.Loretta@epa.gov]
Cc: Hart, Debbie[Hart.Debbi@epa.gov]; Minoli, Kevin[Minoli.Kevin@epa.gov]; Packard, Elise[Packard.Elise@epa.gov]; Lattimore, Kraig[lattimore.kraig@epa.gov]; Lee, Terry[lee.terry@epa.gov]; Logan, Shanita[logan.shanita@epa.gov]
From: Martinez, Gwendolyn
Sent: Thur 6/8/2017 3:51:27 PM
Subject: Updated OGC VERA/VSIP Business Case
OGC Business Case - 2017 VERA-VSIP.final.6.8.17.docx

Hello Loretta.

Attached is the final OGC business case write-up with the completed budget chart. Sorry for the delay. There was a question about the leave payout costs for an SL that was not easily answered by ERD or the SSC. We got clarification and our budget data is accurate.

Please let me know if you have other questions.

Thank you.

Gwen

Gwen Martinez

RMO HR Team Lead

Office of General Counsel

U.S. Environmental Protection Agency

martinez.gwendolyn@epa.gov

202-564-1644 office

202-604-5939 mobile

From: Martinez, Gwendolyn
Sent: Wednesday, June 07, 2017 8:03 AM
To: Hunt, Loretta <Hunt.Loretta@epa.gov>
Cc: Hart, Debbi <Hart.Debbi@epa.gov>; Minoli, Kevin <Minoli.Kevin@epa.gov>; Packard, Elise <Packard.Elise@epa.gov>; Lattimore, Kraig <lattimore.kraig@epa.gov>; Lee, Terry <lee.terry@epa.gov>
Subject: Re: OGC VERA/VSIP Business Case -- Due to OARM/OHR Today, June 6, 2017

Thank you Loretta.

I will get back to you this morning.

On Jun 6, 2017, at 5:44 PM, Hunt, Loretta <Hunt.Loretta@epa.gov> wrote:

Gwen,

The business case is fine. The budget information on pg. 2 of the business case needs to be completed. Thanks.

Loretta L. Hunt

Branch Chief

Policy and Accountability Branch

Policy, Planning and Training Division

Office of Human Resources

U.S. EPA

Phone: (202) 564-6963

Email: hunt.loretta@epa.gov

From: Martinez, Gwendolyn
Sent: Tuesday, June 06, 2017 5:35 PM
To: Hunt, Loretta <Hunt.Loretta@epa.gov>; Hart, Debbi <Hart.Debbi@epa.gov>
Cc: Minoli, Kevin <Minoli.Kevin@epa.gov>; Packard, Elise <Packard.Elise@epa.gov>; Lattimore, Kraig <lattimore.kraig@epa.gov>; Lee, Terry <lee.terry@epa.gov>
Subject: OGC VERA/VSIP Business Case -- Due to OARM/OHR Today, June 6, 2017
Importance: High

Hello Loretta and Debbi.

Attached are the OGC Senior Management approved VERA/VSIP business case write-up and supporting documentation in support of OGC's targeted positions for retirement, restructuring and/or elimination.

Please let me know if you require additional information or clarification.

Thank you.

Gwen

Gwen Martinez

RMO HR Team Lead

Office of General Counsel

U.S. Environmental Protection Agency

martinez.gwendolyn@epa.gov

202-564-1644 office


202-604-5939 mobile

To: Vizian, Donna[Vizian.Donna@epa.gov]
From: Hart, Debbi
Sent: Mon 6/5/2017 5:08:16 PM
Subject: Fwd: V/V questions

Sent from my iPhone

Begin forwarded message:

From: "Smith, Susan" <Smith.Susan@epa.gov>
Date: June 5, 2017 at 10:42:03 AM EDT
To: "Parker, Gary" <parker.gary@epa.gov>
Cc: "Hart, Debbi" <Hart.Debbi@epa.gov>, "Hunt, Loretta" <Hunt.Loretta@epa.gov>
Subject: RE: V/V questions

We have only one SES position in the V/V request. It's the Director, Technology Innovation & Field Services Division, Office of Superfund Remediation & Technology Innovation. Incumbent is  She is a ES-0340. Yes – Supervisory.

By the way, still waiting on the go ahead from my Acting AA to send you the requested revisions that I mentioned on my voice mail last Friday.

Take care!!

Susan

Susan Smith, Director

Organizational Management and Integrity Staff

Office of Land and Emergency Management/U.S. EPA

1301 Constitution Ave., NW, Washington, DC 20460

4139 WJC West/MC: 5101T

202-564-6656 (office)

202-834-8239 (cell)

202-566-6324 (fax)

Follow OLEM on Twitter @EPALand

From: Parker, Gary
Sent: Monday, June 05, 2017 10:22 AM
To: Smith, Susan <Smith.Susan@epa.gov>
Cc: Hart, Debbi <Hart.Debbi@epa.gov>; Hunt, Loretta <Hunt.Loretta@epa.gov>
Subject: FW: V/V questions

Susan,

Can you provide details such as: job title, occ series, division/branch name and supervisory duties (Y/N) for the SES position you have targeted in your V/V numbers please?

Mr. Gary Parker

Branch Chief, Workforce Planning

USEPA/OARM/OHR

(O) 202-564-7421

(M) 202-253-7099

From: Vizian, Donna
Sent: Monday, June 05, 2017 9:45 AM
To: Parker, Gary <parker.gary@epa.gov>; Hunt, Loretta <Hunt.Loretta@epa.gov>; Hart, Debbi <Hart.Debbi@epa.gov>
Subject: V/V questions

Hi – can you tell me which SES positions, OLEM has targeted? thanks

To: Loretta Hunt[Hunt.Loretta@epa.gov]
From: Hart, Debbi
Sent: Thur 7/13/2017 3:52:10 PM
Subject: FW: URGENT: Latest Information on VERA/VSIP Notifications,

I have no idea. Is this an SSC question?

From: Smith, Susan
Sent: Thursday, July 13, 2017 10:41 AM
To: Hunt, Loretta <Hunt.Loretta@epa.gov>
Cc: Hart, Debbi <Hart.Debbi@epa.gov>
Subject: RE: URGENT: Latest Information on VERA/VSIP Notifications,

Haha – working on it but thanks for the reminder. ☺

Have a question - Did the approval come with a blanket health insurance waiver for the agency or do individuals have to apply for it separately with the SSCs? We have a few people asking about that.

Susan

Susan Smith, Director

Organizational Management and Integrity Staff

Office of Land and Emergency Management/U.S. EPA

1301 Constitution Ave., NW, Washington, DC 20460

4139 WJC West/MC: 5101T

202-564-6656 (office)

202-834-8239 (cell)

202-566-6324 (fax)

[Follow OLEM](#) on Twitter [@EPALand](#)

From: Hunt, Loretta
Sent: Thursday, July 13, 2017 10:25 AM
To: RHRO <RHRO@epa.gov>; OHR PMOs <OHR_PMOs@epa.gov>
Cc: Vizian, Donna <Vizian.Donna@epa.gov>; Showman, John <Showman.John@epa.gov>; Gray, Linda <gray.linda@epa.gov>; Carpenter, Wesley <Carpenter.Wesley@epa.gov>; Hart, Debbi <Hart.Debbi@epa.gov>; Parker, Gary <parker.gary@epa.gov>; Coomber, Robert <coomber.robert@epa.gov>; Peabody, Hitch <Peabody.Hitch@epa.gov>
Subject: RE: URGENT: Latest Information on VERA/VSIP Notifications,

REMINDER!!!!!!

If you haven't done so already, the targeted employee notices must be sent out today. Thanks.

Loretta L. Hunt

Branch Chief

Policy and Accountability Branch

Policy, Planning and Training Division

Office of Human Resources

U.S. EPA

Phone: (202) 564-6963

Email: hunt.loretta@epa.gov

From: Hunt, Loretta
Sent: Wednesday, July 12, 2017 11:39 AM
To: RHRO <RHRO@epa.gov>; OHR PMOs <OHR_PMOs@epa.gov>
Cc: Vizian, Donna <Vizian.Donna@epa.gov>; Showman, John <Showman.John@epa.gov>; Gray, Linda <gray.linda@epa.gov>; Carpenter, Wesley <Carpenter.Wesley@epa.gov>; Hart, Debbi <Hart.Debbi@epa.gov>; Parker, Gary <parker.gary@epa.gov>; Coomber, Robert

<coomber.robert@epa.gov>; Peabody, Hitch <Peabody.Hitch@epa.gov>

Subject: URGENT: Latest Information on VERA/VSIP Notifications,
Importance: High

HR Community,

1. Due to the leakage of VERA/VSIP information, AA/RAs must send out general notices to all employees **TODAY (7/12/17)!!!!**
2. Notices to employees in targeted positions are to be sent tomorrow morning (7/13/17).
3. The application window for VERA/VSIP is 7/13/17 through 7/26/17.
4. An updated schedule is attached.
5. The general and targeted employee notices have been updated to reflect the change in dates. Documents are attached.
6. The agency's business case and targeted position spreadsheet approved by OPM are attached.
7. We will post the agency's business case and targeted positions to the VERA/VSIP intranet site as soon as we redact the documents.

If you have any questions or concerns, please contact me or Debbi Hart.

Thanks.

Loretta L. Hunt

Branch Chief

Policy and Accountability Branch

Policy, Planning and Training Division

Office of Human Resources

U.S. EPA

Phone: (202) 564-6963

Email: hunt.loretta@epa.gov

To: Hart, Debbi[Hart.Debbi@epa.gov]
Cc: Nishida, Jane[Nishida.Jane@epa.gov]; Cunningham, Dennis[Cunningham.Dennis@epa.gov]
From: Cherry, Katrina
Sent: Wed 6/7/2017 1:14:39 PM
Subject: FW: updated VERA/VSIP proposal
[VERA-VSIP summary proposal May 22 2017.docx](#)

Hi Debbi,

Sorry I didn't get this change to you yesterday, but here it is. It doesn't change OITA's numbers, we just didn't identify a position as safe. Please let me know if you have questions. Thanks.

From: Cunningham, Dennis
Sent: Wednesday, June 07, 2017 9:09 AM
To: Cherry, Katrina <Cherry.Katrina@epa.gov>
Subject: updated VERA/VSIP proposal

Katrina,

As we discussed, I've added a note to page 3 of OITA's proposal to clarify that the position of Senior Advisor for North America isn't among the GS-0301-15 positions targeted under VERA/VSIP.

Dennis

Dennis H. Cunningham, Deputy Director

Office of Management & International Services

Office of International & Tribal Affairs

U.S. Environmental Protection Agency

Cunningham.dennis@epa.gov

Phone: 202-564-6622

To: Hart, Debbi[Hart.Debbi@epa.gov]
Cc: Terris, Carol[Terris.Carol@epa.gov]; Hunt, Loretta[Hunt.Loretta@epa.gov]
From: Remmers, Janet
Sent: Fri 7/7/2017 9:12:54 PM
Subject: RE: EPA Final VERA/VSIP Request--updated information and responses
EPA Prog and Reg Business Cases Final 7-6-17 rev bud tables 7-7-17 v2.docx

I updated summary table on page 3

Janet Remmers, Ph.D.

RPROS

Office of Budget/OCFO

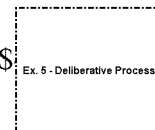
Mail code: 2732A

office: 202-564-0548

aws: 301-593-7870

From: Hart, Debbi
Sent: Friday, July 07, 2017 5:06 PM
To: Remmers, Janet <Remmers.Janet@epa.gov>
Cc: Terris, Carol <Terris.Carol@epa.gov>; Hunt, Loretta <Hunt.Loretta@epa.gov>
Subject: RE: EPA Final VERA/VSIP Request--updated information and responses
Importance: High

OK—Just confirming. So if I update p. 3 of the business case to reflect \$ for FY17
Costs I don't need to update anything else?



Debbi Hart
Director

Policy, Planning & Training Division

OHR, OARM
USEPA
202.564.2011
hart.debbi@epa.gov

From: Remmers, Janet
Sent: Friday, July 07, 2017 5:02 PM
To: Hart, Debbi <Hart.Debbi@epa.gov>
Cc: Terris, Carol <Terris.Carol@epa.gov>
Subject: RE: EPA Final VERA/VSIP Request--updated information and responses

Yes, OMB number for FY 2017 Costs is correct.

I forgot to update that number in the Summary Table. The OCSPP cost for FY17 went down from the earlier submission this week.

Sorry.

F	G	H	I
FY 2017 Costs	FY 2018 Savings	FY 2019 Savings	
Ex. 5 - Deliberative Process			

Janet Remmers, Ph.D.

RPROS

Office of Budget/OCFO

Mail code: 2732A

office: 202-564-0548

aws: 301-593-7870

From: Hart, Debbi
Sent: Friday, July 07, 2017 4:56 PM
To: Remmers, Janet <Remmers.Janet@epa.gov>
Cc: Terris, Carol <Terris.Carol@epa.gov>
Subject: FW: EPA Final VERA/VSIP Request--updated information and responses
Importance: High

Janet—Can you take a look?

From: Grossman, Andrea L. EOP/OMB
Sent: Friday, July 07, 2017 4:53 PM
To: Hart, Debbi <Hart.Debbi@epa.gov>
Cc: Hickey, Mike J. EOP/OMB
Subject: RE: EPA Final VERA/VSIP Request--updated information and responses

Ex. 6 - Personal Privacy

Ex. 6 - Personal Privacy

Debbi,

One small issue I'm catching: when I add up the FY17 costs I get a slight difference from what you're showing in your table on page 3 (see attached for my excel document where I've copied over what appear in the business case- let me know if I'm making a mistake in my calculation, or update the figure on page 3). On the bright side, I'm showing your FY17 costs as slightly lower! If accurate, can you send to the broader group on this email an updated version?

I'm working to talk my management through the changes you worked to incorporate and will keep you posted.

Andrea Grossman

Program Examiner, OMB Environment Branch

202-395-4756

From: Hart, Debbi [<mailto:Hart.Debbi@epa.gov>]

Sent: Friday, July 7, 2017 3:47 PM

To: Grossman, Andrea L. EOP/OMB **Ex. 6 - Personal Privacy** Coleman, Darrell E <Darrell.Coleman@opm.gov>; Thornton, Cathryn <Cathryn.Thornton@opm.gov>; Butler, Monica <Monica.Butler@opm.gov>; Snowden, Gregory A <Gregory.Snowden@opm.gov>; Mahoney, Michael J <Mike.Mahoney@opm.gov>

Cc: Vizian, Donna <Vizian.Donna@epa.gov>; Showman, John <Showman.John@epa.gov>; Gray, Linda <gray.linda@epa.gov>; Carpenter, Wesley <Carpenter.Wesley@epa.gov>; Parker, Gary <parker.gary@epa.gov>; Hunt, Loretta <Hunt.Loretta@epa.gov>; Hickey, Mike J. EOP/OMB **Ex. 6 - Personal Privacy** Remmers, Janet <Remmers.Janet@epa.gov>; Terris, Carol <Terris.Carol@epa.gov>

Subject: RE: EPA Final VERA/VSIP Request--updated information and responses

Importance: High

Andrea-

Please see the updated business case/targeted positions template and our responses to your outstanding questions, all attached. We are standing by for questions. Thanks again. Debbi

Debbi Hart
Director

Policy, Planning & Training Division
OHR, OARM
USEPA
202.564.2011
hart.debbi@epa.gov

From: Grossman, Andrea L. EOP/OMB

Ex. 6 - Personal Privacy

Sent: Friday, July 07, 2017 12:19 PM

To: Hart, Debbi <Hart.Debbi@epa.gov>; Snowden, Gregory A <Gregory.Snowden@opm.gov>; Mahoney, Michael J <Mike.Mahoney@opm.gov>; Coleman, Darrell E <Darrell.Coleman@opm.gov>; Thornton, Cathryn <Cathryn.Thornton@opm.gov>; Butler, Monica <Monica.Butler@opm.gov>

Cc: Vizian, Donna <Vizian.Donna@epa.gov>; Showman, John <Showman.John@epa.gov>; Gray, Linda <gray.linda@epa.gov>; Carpenter, Wesley <Carpenter.Wesley@epa.gov>; Parker, Gary <parker.gary@epa.gov>; Hunt, Loretta <Hunt.Loretta@epa.gov>; Hickey, Mike J.

EOP/OMB **Ex. 6 - Personal Privacy**

Subject: RE: EPA Final VERA/VSIP Request--email 3 of 3

Debbi,

Thank you for this response. I'm attaching an updated list of outstanding data/consistency issues.

I'm not sure all of the offices understood our question about accounting for payroll for all positions classified as "restructure". As you'll see, this issue represents the vast majority of our outstanding issues. Even if a position will be filled internally, those payroll costs need to be accounted for in Table B. Many of the "Table B"s in the business case account for savings for the max number of offers, but do not include any costs for positions listed as "restructure", which indicates that those positions are actually being eliminated. Please see attached for the complete list of places this occurs.

I'm happy to chat through this if needed. I don't think this will take a long time to incorporate, as it should just be updating the math in the tables and ensuring everything is accounted for in the agency roll-up total (and it is likely easier to do centrally rather than farming it back out to all the offices).

Do you also have a written response you can provide for the other two non-data questions I sent over on 6/29?

Thank you,

Andrea Grossman

Program Examiner, OMB Environment Branch

202-395-4756

From: Hart, Debbi [<mailto:Hart.Debbi@epa.gov>]

Sent: Friday, July 7, 2017 8:57 AM

To: Snowden, Gregory A <Gregory.Snowden@opm.gov>; Mahoney, Michael J <Mike.Mahoney@opm.gov>; Coleman, Darrell E <Darrell.Coleman@opm.gov>; Thornton, Cathryn <Cathryn.Thornton@opm.gov>; Butler, Monica <Monica.Butler@opm.gov>; Mulligan, James S. EOP/OMB
Ex. 6 - Personal Privacy Grossman, Andrea L. EOP/OMB

Ex. 6 - Personal Privacy

Cc: Vizian, Donna <Vizian.Donna@epa.gov>; Showman, John <Showman.John@epa.gov>; Gray, Linda <gray.linda@epa.gov>; Carpenter, Wesley <Carpenter.Wesley@epa.gov>; Parker, Gary <parker.gary@epa.gov>; Hunt, Loretta <Hunt.Loretta@epa.gov>

Subject: EPA Final VERA/VSIP Request--email 3 of 3

EPA's final targeted positions chart. I will contact you to ensure receipt of all three pieces. Debbi

From: Hart, Debbi

Sent: Friday, July 07, 2017 8:54 AM

To: 'Snowden, Gregory A' <Gregory.Snowden@opm.gov>; 'Mahoney, Michael J' <Mike.Mahoney@opm.gov>; 'Coleman, Darrell E' <Darrell.Coleman@opm.gov>; 'Thornton, Cathryn' <Cathryn.Thornton@opm.gov>; 'Butler, Monica' <Monica.Butler@opm.gov>; 'Mulligan, James S. EOP/OMB' <Andrea_L_Grossman@omb.eop.gov>
Ex. 6 - Personal Privacy Grossman, Andrea L. EOP/OMB

Cc: Vizian, Donna <Vizian.Donna@epa.gov>; Showman, John <Showman.John@epa.gov>; Gray, Linda <gray.linda@epa.gov>; Carpenter, Wesley <Carpenter.Wesley@epa.gov>; Parker, Gary <parker.gary@epa.gov>; Loretta Hunt <Hunt.Loretta@epa.gov>

Subject: EPA Final VERA/VSIP Request--email 2 of 3

EPA's final business case (attached). DH

From: Hart, Debbi

Sent: Friday, July 07, 2017 8:52 AM

To: Snowden, Gregory A <Gregory.Snowden@opm.gov>; Mahoney, Michael J <Mike.Mahoney@opm.gov>; Coleman, Darrell E <Darrell.Coleman@opm.gov>; Thornton, Cathryn <Cathryn.Thornton@opm.gov>; Butler, Monica <Monica.Butler@opm.gov>; Mulligan, James S. EOP/OMB **Ex. 6 - Personal Privacy** Grossman, Andrea L. EOP/OMB'

Ex. 6 - Personal Privacy

Cc: Vizian, Donna <Vizian.Donna@epa.gov>; Showman, John <Showman.John@epa.gov>; Gray, Linda <gray.linda@epa.gov>; Carpenter, Wesley <Carpenter.Wesley@epa.gov>; Parker, Gary <parker.gary@epa.gov>; Loretta Hunt <Hunt.Loretta@epa.gov>

Subject: EPA Final VERA/VSIP Request--email 1 of 3

Importance: High

Greetings All-

Thank you for your assistance with this effort. As for our informal request, we are submitting our final package in three pieces. Attached is our signed VERA/VSIP template request. This will be followed by our final business case and targeted positions table. Please let us know if there are any questions. Thanks again-- Debbi

Debbi Hart
Director

Policy, Planning & Training Division
OHR, OARM
USEPA
202.564.2011
hart.debbi@epa.gov

Message

From: Hart, Debbi [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=62AFB40F2BF1484D933F2CE207EB20E7-HART, DEBRA]
Sent: 6/15/2017 3:44:53 PM
To: Mahoney, Michael J [Mike.Mahoney@opm.gov]; Snowden, Gregory A [Gregory.Snowden@opm.gov]
CC: Hunt, Loretta [Hunt.Loretta@epa.gov]; Coleman, Darrell E [Darrell.Coleman@opm.gov]; Thornton, Cathryn [Cathryn.Thornton@opm.gov]; Butler, Monica [Monica.Butler@opm.gov]
Subject: RE: A few MORE quick questions about EPA's upcoming V/V submittal

Got it—many thanks. Hang in there. Debbi

From: Mahoney, Michael J [mailto:Mike.Mahoney@opm.gov]
Sent: Thursday, June 15, 2017 11:36 AM
To: Hart, Debbi <Hart.Debbi@epa.gov>; Snowden, Gregory A <Gregory.Snowden@opm.gov>
Cc: Hunt, Loretta <Hunt.Loretta@epa.gov>; Coleman, Darrell E <Darrell.Coleman@opm.gov>; Thornton, Cathryn <Cathryn.Thornton@opm.gov>; Butler, Monica <Monica.Butler@opm.gov>
Subject: RE: A few MORE quick questions about EPA's upcoming V/V submittal

Hi Debbie,

Pls see below in highlight

From: Hart, Debbi [mailto:Hart.Debbi@epa.gov]
Sent: Wednesday, June 14, 2017 5:27 PM
To: Mahoney, Michael J; Snowden, Gregory A
Cc: Hunt, Loretta
Subject: A few MORE quick questions about EPA's upcoming V/V submittal
Importance: High

Mike and Gregory-

FYI--We are still on track to deliver our submittal to you and OMB by the end of the week. And now we have a few more questions.

1. We heard from senior leadership that OPM is completing their review of packages on average within nine days. (If true, that is incredible!) As I mentioned last week, we have 22 offices included in our submittal. Does that ~9-day review timeframe apply to our submittal? We are updating our schedule moving forward to implementation stages and it would be great to have your estimate. It is meant generally to apply to each request. Of course that can depend on the scope, complexity, and thoroughness of the request.
2. Once we submit our package for informal review, does the process play out as it did the last time we worked together on V/V in? In other words, we field any questions you all have related to the draft package and once we've addressed any issues, the package is submitted in final and it will be approved quickly? Yes...Its always better to send in draft so we can work out any issues prior to it being signed. Some agencies do send signed but it might make more sense for you to send in draft.
3. Who else besides Gregory Snowden should we include in our communications? You can also include Darrell, Cathy, and Monica cc'd above

Feel free to call me if it's easier to discuss your response and many thanks in advance! Debbi

Debbi Hart
Director
Policy, Planning & Training Division
OHR, OARM
USEPA
202.564.2011
hart.debbi@epa.gov

From: Mahoney, Michael J [<mailto:Mike.Mahoney@opm.gov>]
Sent: Thursday, June 08, 2017 3:15 PM
To: Hart, Debbi <Hart.Debbi@epa.gov>
Cc: Hunt, Loretta <Hunt.Loretta@epa.gov>; Snowden, Gregory A <Gregory.Snowden@opm.gov>
Subject: Re: A few quick questions about EPA's upcoming V/V submittal

We can do a quick mtg at 4 today

Will that work?

Sent from my iPhone

On Jun 8, 2017, at 3:05 PM, Hart, Debbi <Hart.Debbi@epa.gov> wrote:

Hey Mike!

Hope you guys are you're hanging in there—we are trying! Per my v-mail message, I wanted to ask you a few questions re: our informal submittal. I'd like to mostly lay out how our package is coming together. Do you have a few minutes to discuss with me? Thanks in advance. Debbi

Debbi Hart
Director
Policy, Planning & Training Division
OHR, OARM
USEPA
202.564.2011
hart.debbi@epa.gov

To: Loretta Hunt[Hunt.Loretta@epa.gov]
From: Hart, Debbi
Sent: Fri 6/30/2017 7:10:33 PM
Subject: FW: OITA's V/V Budget Tables update information
OITA v and v budget information tables after OMB Feedback 06 30 17.docx

From: Cherry, Katrina
Sent: Friday, June 30, 2017 3:00 PM
To: Hart, Debbi <Hart.Debbi@epa.gov>
Cc: Cunningham, Dennis <Cunningham.Dennis@epa.gov>
Subject: FW: OITA's V/V Budget Tables update information

FYI. We submitted to OCFO too.

From: Weckesser, Mike
Sent: Friday, June 30, 2017 1:59 PM
To: Remmers, Janet <Remmers.Janet@epa.gov>; Terris, Carol <Terris.Carol@epa.gov>
Cc: Cherry, Katrina <Cherry.Katrina@epa.gov>; Cunningham, Dennis <Cunningham.Dennis@epa.gov>; Weckesser, Mike <Weckesser.Mike@epa.gov>
Subject: OITA's V/V Budget Tables update information

Bonjour,

Thanks for forwarding the Word table as well as yesterday's discussion; enlightening to many. Attached, pls find OITA's revised / updated V & V budget table. If you have any questions, I'll be in the office on Monday and working from home on Wed. Wishing everyone a safe and wonderful Holiday Weekend. Regards, Mike 202.564.0324

From: Remmers, Janet
Sent: Friday, June 30, 2017 8:38 AM
To: OCFO-SBO <OCFOSBO@epa.gov>; OCFO-Regional-Comptroller <OCFORegionalComptroller@epa.gov>
Subject: FW: V/V Budget Tables update information

From: Remmers, Janet
Sent: Friday, June 30, 2017 8:37 AM
To: Shanahan, Katherine <Shanahan.Katherine@epa.gov>
Cc: Terris, Carol <Terris.Carol@epa.gov>; Beth Baden (Baden.Beth@epa.gov)
<Baden.Beth@epa.gov>
Subject: RE: V/V Budget Tables update information

Kathie,

Attached is a revised version of the instructions.

I added some “best practices” and clarified the calculations should be based on the “Maximum number of offers that would be accepted”.

Please provide this to the Budget, PMO and HRO communities that were on the conference call yesterday.

From: Remmers, Janet
Sent: Thursday, June 29, 2017 6:18 PM
To: Shanahan, Katherine <Shanahan.Katherine@epa.gov>
Cc: Terris, Carol <Terris.Carol@epa.gov>; Beth Baden (Baden.Beth@epa.gov)
<Baden.Beth@epa.gov>
Subject: V/V Budget Tables update information

Kathie,

Attached is the information for the V/V Budget Tables updates.

Thank you for getting this out to the Budget, PMO and HRO communities that were on the conference call today.

Janet Remmers, Ph.D.

office: 202-564-0548

aws: 301-593-7870

Message

From: Hunt, Loretta [Hunt.Loretta@epa.gov]
Sent: 6/5/2017 5:02:05 PM
To: Parker, Gary [parker.gary@epa.gov]; Kuhns, Jason [Kuhns.Jason@epa.gov]; Schulman, Marvin [Schulman.Marvin@epa.gov]
CC: McNeal, Detha [McNeal.Detha@epa.gov]; Hart, Debbi [Hart.Debbi@epa.gov]
Subject: FW: Revised Region 3 V/V Proposal
Attachments: Copy of R3 Targeted Positions Template - revised 6.1.17.xlsx; R3 Business Case-update 6.1.17.docx

I think we already have this but I'm forwarding anyway.

Loretta L. Hunt
Branch Chief
Policy and Accountability Branch
Policy, Planning and Training Division
Office of Human Resources
U.S. EPA
Phone: (202) 564-6963
Email: hunt.loretta@epa.gov

From: Showman, John
Sent: Monday, June 05, 2017 1:00 PM
To: Hunt, Loretta <Hunt.Loretta@epa.gov>; Hart, Debbi <Hart.Debbi@epa.gov>
Subject: FW: Revised Region 3 V/V Proposal

From: Esher, Diana
Sent: Monday, June 05, 2017 12:59 PM
To: Vizian, Donna <Vizian.Donna@epa.gov>
Cc: Rodrigues, Cecil <rodrigues.cecil@epa.gov>; Showman, John <Showman.John@epa.gov>; McManus, Catharine <mcmamus.catharine@epa.gov>
Subject: Revised Region 3 V/V Proposal

Hello Donna,

Cecil just stopped by to confirm that we had revised our proposal regarding the SES positions last week. I'm forwarding the revised proposal to you for your information.

Please let us know if you need anything else. Hope this helps.

Diana

Diana Esher
Assistant Regional Administrator
for Policy and Management
US EPA Region 3
215-814-2706
eshher.diana@epa.gov

From: McManus, Catharine
Sent: Monday, June 05, 2017 10:31 AM

To: Parker, Gary <parker.gary@epa.gov>

Cc: Hart, Debbi <Hart.Debbi@epa.gov>; Hunt, Loretta <Hunt.Loretta@epa.gov>; Burrows, Eileen

<BURROWS.EILEEN@EPA.GOV>; Krakowiak, John <Krakowiak.John@epa.gov>; Esher, Diana <Esher.Diana@epa.gov>

Subject: RE: V/V questions

Gary-

After further guidance, we removed SES positions from our proposal last week. The revised justification and spreadsheets were sent to Marvin Shulman. I am attaching the revised information for your reference. Please let me know if you have any other questions.

From: Parker, Gary

Sent: Monday, June 05, 2017 10:26 AM

To: McManus, Catharine <mcmanus.catharine@epa.gov>

Cc: Hart, Debbi <Hart.Debbi@epa.gov>; Hunt, Loretta <Hunt.Loretta@epa.gov>

Subject: FW: V/V questions

Cathy,

Donna needs to know specifically which SES positions R3 has targeted within your V/V numbers. Can you provide details on the [] targeted SES positions to include: job title, occ series, division/branch name, supervisor duties (Y/N).

R,

Gary

Mr. Gary Parker

Branch Chief, Workforce Planning

USEPA/OARM/OHR

(O) 202-564-7421

(M) 202-253-7099

From: Vizian, Donna

Sent: Monday, June 05, 2017 9:45 AM

To: Parker, Gary <parker.gary@epa.gov>; Hunt, Loretta <Hunt.Loretta@epa.gov>; Hart, Debbi <Hart.Debbi@epa.gov>

Subject: V/V questions

Hi – can you tell me which SES positions R3 has targeted? thanks

To: Vaughan, Pat[Vaughan.Pat@epa.gov]
Cc: Hunt, Loretta[Hunt.Loretta@epa.gov]
From: Hart, Debbi
Sent: Wed 6/7/2017 12:29:40 PM
Subject: RE: SES Change

Ok- thanks.

From: Vaughan, Pat
Sent: Wednesday, June 07, 2017 8:29 AM
To: Hart, Debbi <Hart.Debbi@epa.gov>
Cc: Hunt, Loretta <Hunt.Loretta@epa.gov>
Subject: RE: SES Change

No, minor change to wording, but pool numbers will change some. Should be able to get you something later today.

Pat Vaughan

Director, Human Resources Division

ORD/Office of Administrative and Research Support

919-541-4912

919-406-4424 (cell)

<https://intranet.ord.epa.gov/oars/home>

From: Hart, Debbi
Sent: Wednesday, June 07, 2017 8:27 AM
To: Vaughan, Pat <Vaughan.Pat@epa.gov>
Cc: Hunt, Loretta <Hunt.Loretta@epa.gov>
Subject: RE: SES Change

Yes—I'm afraid so. Hopefully this is not too big a change in your submission?

Debbi Hart
Director

Policy, Planning & Training Division
OHR, OARM
USEPA
202.564.2011
hart.debbi@epa.gov

From: Vaughan, Pat
Sent: Wednesday, June 07, 2017 8:01 AM
To: Hart, Debbi <Hart.Debbi@epa.gov>
Cc: Hunt, Loretta <Hunt.Loretta@epa.gov>
Subject: SES Change

Debbi,

We heard last night that we now have to remove our SES from consideration in the VERA/VSIP. We do mention them in our business case, and obviously it will change our pool. Do we now have to revise everything and reissue?

Pat Vaughan

Director, Human Resources Division

ORD/Office of Administrative and Research Support

919-541-4912

919-406-4424 (cell)

<https://intranet.ord.epa.gov/oars/home>

To: Allen, Reginald[Allen.Reginald@epa.gov]
Cc: Lesperance, Twanna[Lesperance.Twanna@epa.gov]; Hart, Debbi[Hart.Debbi@epa.gov];
Kuhns, Jason[Kuhns.Jason@epa.gov]
From: Parker, Gary
Sent: Fri 6/9/2017 4:40:03 PM
Subject: RE: URGENT VERA VSIP

Twanna,

Thank you for the revised numbers. We have AO down as [] targeted positions for theme
“Consolidate or reduce administrative or support functions” with [] max offers; and [] targeted
positions for theme “Restructure or reduce highly graded supervisory and non-supervisory
positions” with [] max offers.

R,

Gary

Mr. Gary Parker

Branch Chief, Workforce Planning

USEPA/OARM/OHR

(O) 202-564-7421

(M) 202-253-7099

From: Parker, Gary
Sent: Friday, June 09, 2017 9:31 AM
To: Allen, Reginald <Allen.Reginald@epa.gov>
Cc: Lesperance, Twanna <Lesperance.Twanna@epa.gov>; Hart, Debbi <Hart.Debbi@epa.gov>;
Kuhns, Jason <Kuhns.Jason@epa.gov>
Subject: URGENT VERA VSIP

Reggie,

VERA VSIP numbers are being finalized today. Need your help with one issue we have in reviewing your V/V numbers. AO business case shows [] targeted positions, however the "Theme" template submission from AO shows [] targeted positions. My assumption is that you have reduced your targeted positions from [] to [] I need to know which appropriations are impacted by the reduction. Please provide that information soonest.

R,

Gary

Mr. Gary Parker

Branch Chief, Workforce Planning

USEPA/OARM/OHR

(O) 202-564-7421

(M) 202-253-7099

Message

From: Parker, Gary [parker.gary@epa.gov]
Sent: 6/5/2017 4:59:03 PM
To: Vizian, Donna [Vizian.Donna@epa.gov]; Hart, Debbi [Hart.Debbi@epa.gov]
CC: Hunt, Loretta [Hunt.Loretta@epa.gov]
Subject: RE: V/V questions
Attachments: 20170605 VERA VSIP SES.SL.ST.xlsx

Donna,

Here is revised data on SES/SL/ST positions. R3 and OCSP came in late Friday with new submissions removing their numbers. OW, OLEM and AO details included.

R,
Gary

Mr. Gary Parker
Branch Chief, Workforce Planning
USEPA/OARM/OHR
(O) 202-564-7421
(M) 202-253-7099

From: Vizian, Donna
Sent: Monday, June 05, 2017 10:24 AM
To: Hart, Debbi <Hart.Debbi@epa.gov>
Cc: Parker, Gary <parker.gary@epa.gov>; Hunt, Loretta <Hunt.Loretta@epa.gov>
Subject: RE: V/V questions

thanks

From: Hart, Debbi
Sent: Monday, June 05, 2017 10:23 AM
To: Vizian, Donna <Vizian.Donna@epa.gov>
Cc: Parker, Gary <parker.gary@epa.gov>; Hunt, Loretta <Hunt.Loretta@epa.gov>
Subject: Re: V/V questions

Gary will get back to you soon with more specifics on these targeted positions. FYI- Loretta's V/V team has reviewed 17 business cases and is working on the remaining 5.

Sent from my iPhone

On Jun 5, 2017, at 9:45 AM, Vizian, Donna <Vizian.Donna@epa.gov> wrote:

Hi – can you tell me which SES positions, OLEM and R3 have targeted. Which SL/ST positions OW, and AO have targeted? thanks

To: Hart, Debbi[Hart.Debbi@epa.gov]
Cc: Hunt, Loretta[Hunt.Loretta@epa.gov]
From: Vaughan, Pat
Sent: Wed 6/7/2017 12:28:58 PM
Subject: RE: SES Change

No, minor change to wording, but pool numbers will change some. Should be able to get you something later today.

Pat Vaughan

Director, Human Resources Division

ORD/Office of Administrative and Research Support

919-541-4912

919-406-4424 (cell)

<https://intranet.ord.epa.gov/oars/home>

From: Hart, Debbi
Sent: Wednesday, June 07, 2017 8:27 AM
To: Vaughan, Pat <Vaughan.Pat@epa.gov>
Cc: Hunt, Loretta <Hunt.Loretta@epa.gov>
Subject: RE: SES Change

Yes—I'm afraid so. Hopefully this is not too big a change in your submission?

Debbi Hart
Director

Policy, Planning & Training Division
OHR, OARM
USEPA
202.564.2011
hart.debbi@epa.gov

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Sent: Wednesday, June 07, 2017 8:01 AM
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Cc: Hunt, Loretta <Hunt.Loretta@epa.gov>
Subject: SES Change

Debbi,

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Pat Vaughan

Director, Human Resources Division

ORD/Office of Administrative and Research Support

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Message

From: Hart, Debbi [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=62AFB40F2BF1484D933F2CE207EB20E7-HART, DEBRA]
Sent: 6/30/2017 7:10:19 PM
To: Cherry, Katrina [Cherry.Katrina@epa.gov]
CC: Cunningham, Dennis [Cunningham.Dennis@epa.gov]
Subject: RE: OITA's V/V Budget Tables update information

Great—thanks vey much.

Debbi Hart
Director
Policy, Planning & Training Division
OHR, OARM
USEPA
202.564.2011
hart.debbi@epa.gov

From: Cherry, Katrina
Sent: Friday, June 30, 2017 3:00 PM
To: Hart, Debbi <Hart.Debbi@epa.gov>
Cc: Cunningham, Dennis <Cunningham.Dennis@epa.gov>
Subject: FW: OITA's V/V Budget Tables update information

FYI. We submitted to OCFO too.

From: Weckesser, Mike
Sent: Friday, June 30, 2017 1:59 PM
To: Remmers, Janet <Remmers.Janet@epa.gov>; Terris, Carol <Terris.Carol@epa.gov>
Cc: Cherry, Katrina <Cherry.Katrina@epa.gov>; Cunningham, Dennis <Cunningham.Dennis@epa.gov>; Weckesser, Mike <Weckesser.Mike@epa.gov>
Subject: OITA's V/V Budget Tables update information

Bonjour,

Thanks for forwarding the Word table as well as yesterday's discussion; enlightening to many. Attached, pls find OITA's revised / updated V & V budget table. If you have any questions, I'll be in the office on Monday and working from home on Wed. Wishing everyone a safe and wonderful Holiday Weekend. Regards, Mike 202.564.0324

From: Remmers, Janet
Sent: Friday, June 30, 2017 8:38 AM
To: OCFO-SBO <OCFOSBO@epa.gov>; OCFO-Regional-Comptroller <OCFORegionalComptroller@epa.gov>
Subject: FW: V/V Budget Tables update information

From: Remmers, Janet
Sent: Friday, June 30, 2017 8:37 AM
To: Shanahan, Katherine <Shanahan.Katherine@epa.gov>
Cc: Terris, Carol <Terris.Carol@epa.gov>; Beth Baden (Baden.Beth@epa.gov) <Baden.Beth@epa.gov>
Subject: RE: V/V Budget Tables update information

Kathie,

Attached is a revised version of the instructions.

I added some "best practices" and clarified the calculations should be based on the "Maximum number of offers that would be accepted".

Please provide this to the Budget, PMO and HRO communities that were on the conference call yesterday.

From: Remmers, Janet

Sent: Thursday, June 29, 2017 6:18 PM

To: Shanahan, Katherine <Shanahan.Katherine@epa.gov>

Cc: Terris, Carol <Terris.Carol@epa.gov>; Beth Baden (Baden.Beth@epa.gov) <Baden.Beth@epa.gov>

Subject: V/V Budget Tables update information

Kathie,

Attached is the information for the V/V Budget Tables updates.

Thank you for getting this out to the Budget, PMO and HRO communities that were on the conference call today.

Janet Remmers, Ph.D.

office: 202-564-0548

aws: 301-593-7870

To: Barber, Anthony[Barber.Anthony@epa.gov]
Cc: Hart, Debbie[Hart.Debbi@epa.gov]; Lindsay, Nancy[Lindsay.Nancy@epa.gov]; Dalrymple, Anne[Dalrymple.Anne@epa.gov]; Kuhns, Jason[Kuhns.Jason@epa.gov]
From: Hunt, Loretta
Sent: Mon 6/19/2017 1:34:11 PM
Subject: Re: VERA/VSIP URGENT!!

Thanks.

Loretta L. Hunt, Chief
Policy and Accountability Branch
Policy, Planning and Training Division
Office of Human Resources
(202) 564-6963
hunt.loretta@epa.gov

On Jun 16, 2017, at 8:44 PM, Barber, Anthony <Barber.Anthony@epa.gov> wrote:

All,

I did what I think is a thorough review and the corrected targeted positions sheet I sent earlier today (also attached here) does indeed appear accurate. I promised I would review this and ensure it was accurate by first thing Monday morning, and I have done so.

To reiterate, the revision I sent earlier today is accurate. That changes Region 10's "targeted positions" to from the originally stated or depending.

Sorry for not doing a better job in both ensuring we had the best working definition and for the error on the numbers.

Have a good weekend!

Anthony L. Barber, PE
Acting Human Capital Officer and Manager, HRF Unit

Director, Oregon Operations Office

US EPA Region 10
805 SW Broadway, Suite 500
Portland, OR 97205

503-326-6890 (phone)
503-326-3399 (fax)
barber.anthony@epa.gov

From: Hart, Debbi
Sent: Friday, June 16, 2017 2:40 PM
To: Lindsay, Nancy <Lindsay.Nancy@epa.gov>; Dalrymple, Anne <Dalrymple.Anne@epa.gov>
Cc: Barber, Anthony <Barber.Anthony@epa.gov>
Subject: RE: VERA/VSIP URGENT!!

FYI—we were able to reach Tony and are getting updated info.

From: Hart, Debbi
Sent: Friday, June 16, 2017 5:10 PM
To: Lindsay, Nancy <Lindsay.Nancy@epa.gov>; Dalrymple, Anne <Dalrymple.Anne@epa.gov>
Cc: Loretta Hunt <Hunt.Loretta@epa.gov>; McNeal, Detha <McNeal.Detha@epa.gov>
Subject: FW: VERA/VSIP URGENT!!
Importance: High

Per v-mail, need your assistance with the discrepancy in your V/V business case (see below). Thanks in advance. Debbi

From: McNeal, Detha
Sent: Friday, June 16, 2017 5:00 PM
To: Harmon, Russell <Harmon.Russell@epa.gov>
Cc: Barber, Anthony <Barber.Anthony@epa.gov>; Hunt, Loretta <Hunt.Loretta@epa.gov>; Hart, Debbi <Hart.Debbi@epa.gov>
Subject: FW: VERA/VSIP

Hi Russell,

I'm not sure if Anthony is available, perhaps you can help with the issue below.

From: McNeal, Detha
Sent: Friday, June 16, 2017 4:52 PM
To: Barber, Anthony <Barber.Anthony@epa.gov>
Subject: VERA/VSIP

Good afternoon Anthony,

I'm hoping that you're available to clarify something with R10's business case.

The R10 plan states: Region 10 does not plan to offer VSIP to employees not currently eligible for Regular Retirement or Early Retirement, as management has determined that approach will not enable the organization to preserve key skill sets and positions supporting mission objectives.

But then it states a few paragraphs later: Region 10 proposes to extend a maximum of nineteen VERA/VSIP offers among incumbents of [] targeted positions which are eligible for either regular or early retirement. An additional [] targeted positions are occupied by individuals not eligible for either regular or early retirement, and Region 10 does not plan to extend any VSIP offers to them.

Why would [] positions be targeted that aren't eligible for VERA nor VSIP? It sounds like R10's pool is [] (not []) positions with a max of [] offers.

Detha McNeal

Human Resources Specialist

Policy and Accountability Branch

Policy, Planning and Training Division

Office of Human Resources

U.S. EPA

(202) 564-6707

<Corrected Region 10 targeted positions.xlsx>

To: Kuhns, Jason[kuhns.jason@epa.gov]; Parker, Gary[parker.gary@epa.gov]
Cc: Loretta Hunt[Hunt.Loretta@epa.gov]
From: Hart, Debbi
Sent: Thur 6/15/2017 3:32:12 PM
Subject: FW: VERA VSIP Roll Up by Appropriations
20170609 VERA VSIP For Agency.xlsx

I think this is what I sent to Carol Terris. Is our number



Debbi Hart
Director

Policy, Planning & Training Division
OHR, OARM
USEPA
202.564.2011
hart.debbi@epa.gov

From: Parker, Gary
Sent: Friday, June 09, 2017 12:46 PM
To: Hart, Debbi <Hart.Debbi@epa.gov>
Cc: Kuhns, Jason <Kuhns.Jason@epa.gov>; Hunt, Loretta <Hunt.Loretta@epa.gov>; Schulman, Marvin <Schulman.Marvin@epa.gov>; McNeal, Detha <McNeal.Detha@epa.gov>
Subject: VERA VSIP Roll Up by Appropriations

Debbi,

Attached please find our roll up numbers by appropriation and themes.

R,

Gary

Mr. Gary Parker

Branch Chief, Workforce Planning

USEPA/OARM/OHR

(O) 202-564-7421

(M) 202-253-7099

To: Milton, Laura[Milton.Laura@epa.gov]
Cc: Schulman, Marvin[Schulman.Marvin@epa.gov]; Kuhns, Jason[Kuhns.Jason@epa.gov]; Hart, Debbi[Hart.Debbi@epa.gov]
From: Parker, Gary
Sent: Fri 6/9/2017 2:11:28 PM
Subject: RE: URGENT VERA VSIP

Thank you!

Mr. Gary Parker

Branch Chief, Workforce Planning

USEPA/OARM/OHR

(O) 202-564-7421

(M) 202-253-7099

From: Milton, Laura
Sent: Friday, June 09, 2017 9:41 AM
To: Parker, Gary <parker.gary@epa.gov>
Cc: Schulman, Marvin <Schulman.Marvin@epa.gov>; Kuhns, Jason <Kuhns.Jason@epa.gov>; Hart, Debbi <Hart.Debbi@epa.gov>
Subject: RE: URGENT VERA VSIP

Here you go!

Laura Milton, PMO

Administrative Management Division

OECA/Office of Administration and Policy

US Environmental Protection Agency

Phone: 202-564-6017

milton.laura@epa.gov

From: Parker, Gary
Sent: Friday, June 09, 2017 9:33 AM
To: Milton, Laura <Milton.Laura@epa.gov>
Cc: Schulman, Marvin <Schulman.Marvin@epa.gov>; Kuhns, Jason <Kuhns.Jason@epa.gov>; Hart, Debbi <Hart.Debbi@epa.gov>
Subject: URGENT VERA VSIP

Laura,

VERA VSIP numbers are being finalized today. Need your help with one issue we have in reviewing your V/V numbers. OECA business case shows [redacted] targeted positions, however the "Theme" template submission from OECA shows [redacted] targeted positions. My assumption is that you have reduced your targeted positions by [redacted]. I need to know which appropriations are impacted by the reduction. Please provide that information soonest.

R,

Gary

Mr. Gary Parker

Branch Chief, Workforce Planning

USEPA/OARM/OHR

(O) 202-564-7421

(M) 202-253-7099

Message

From: Hart, Debbi [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=62AFB40F2BF1484D933F2CE207EB20E7-HART, DEBRA]
Sent: 6/21/2017 7:14:02 PM
To: Bonner, Jerome [Bonner.Jerome@epa.gov]; Taylor, Jeremy [Taylor.Jeremy@epa.gov]
CC: Coomber, Robert [coomber.robert@epa.gov]; Hunt, Loretta [Hunt.Loretta@epa.gov]; Mick, David [Mick.David@epa.gov]; Atkinson, Ryan [Atkinson.Ryan@epa.gov]; Helm, Arron [Helm.Arron@epa.gov]; Corbett, Krysti [Corbett.Krysti@epa.gov]; Engebretson, Lizabeth [Engebretson.Lizabeth@epa.gov]; Parker, Gary [parker.gary@epa.gov]; Dean, StevenB [Dean.StevenB@epa.gov]; Cunningham, Bisa [cunningham.bisa@epa.gov]
Subject: V/V Overview - 508 compliant - now posted--

<http://intranet.epa.gov/policy/buyouts/>

Debbi Hart
Director
Policy, Planning & Training Division
OHR, OARM
USEPA
202.564.2011
hart.debbi@epa.gov

From: Hart, Debbi
Sent: Tuesday, June 20, 2017 4:08 PM
To: Bonner, Jerome <Bonner.Jerome@epa.gov>; Taylor, Jeremy <Taylor.Jeremy@epa.gov>
Cc: Coomber, Robert <coomber.robert@epa.gov>; Hunt, Loretta <Hunt.Loretta@epa.gov>; Mick, David <Mick.David@epa.gov>; Atkinson, Ryan <Atkinson.Ryan@epa.gov>; Helm, Arron <Helm.Arron@epa.gov>; Corbett, Krysti <Corbett.Krysti@epa.gov>; Engebretson, Lizabeth <Engebretson.Lizabeth@epa.gov>; Parker, Gary <parker.gary@epa.gov>; Dean, StevenB <Dean.StevenB@epa.gov>; Cunningham, Bisa <cunningham.bisa@epa.gov>
Subject: RE: Retirement Training Schedule

Thanks—We are retrieving the file from Bisa as we speak and I've primed our website folks for posting ASAP. Probably not until tomorrow morning as they are gone for the day. Debbi

From: Bonner, Jerome
Sent: Tuesday, June 20, 2017 3:47 PM
To: Taylor, Jeremy <Taylor.Jeremy@epa.gov>
Cc: Hart, Debbi <Hart.Debbi@epa.gov>; Coomber, Robert <coomber.robert@epa.gov>; Hunt, Loretta <Hunt.Loretta@epa.gov>; Mick, David <Mick.David@epa.gov>; Atkinson, Ryan <Atkinson.Ryan@epa.gov>; Helm, Arron <Helm.Arron@epa.gov>; Corbett, Krysti <Corbett.Krysti@epa.gov>; Engebretson, Lizabeth <Engebretson.Lizabeth@epa.gov>; Parker, Gary <parker.gary@epa.gov>; Dean, StevenB <Dean.StevenB@epa.gov>
Subject: Re: Retirement Training Schedule

The file was delivered to Bisa today.

Sent from my iPhone

On Jun 20, 2017, at 15:44, Taylor, Jeremy <Taylor.Jeremy@epa.gov> wrote:

Asking for the group. Has the 508 compliant version been posted to the intranet yet?

Jeremy A. Taylor
OARM-RTP-HRMD
Director
919-541-0537

<image001.png>

CONFIDENTIALITY: This communication may contain privileged or other confidential information. If you are not the intended addressee, or believe you have received this communication in error, you may neither copy, disseminate, nor distribute it to anyone else or use it in any unauthorized manner; to do so is strictly prohibited and may be unlawful. If you receive this email by mistake, please advise the sender immediately by using the reply facility in your mail software and delete it from your computer. "Information in this message may be subject to the Privacy Act (5 USC 552a) and should be treated accordingly."

From: Hart, Debbi
Sent: Tuesday, June 20, 2017 12:31 PM
To: Taylor, Jeremy <Taylor.Jeremy@epa.gov>
Cc: Coomber, Robert <coomber.robert@epa.gov>; Hunt, Loretta <Hunt.Loretta@epa.gov>; Mick, David <Mick.David@epa.gov>; Atkinson, Ryan <Atkinson.Ryan@epa.gov>; Helm, Arron <Helm.Arron@epa.gov>; Corbett, Krysti <Corbett.Krysti@epa.gov>; Bonner, Jerome <Bonner.Jerome@epa.gov>; Engebretson, Lizabeth <Engebretson.Lizabeth@epa.gov>; Parker, Gary <parker.gary@epa.gov>; Dean, StevenB <Dean.StevenB@epa.gov>
Subject: RE: Retirement Training Schedule

Thanks for the update!

Debbi Hart
Director
Policy, Planning & Training Division
OHR, OARM
USEPA
202.564.2011
hart.debbi@epa.gov

From: Taylor, Jeremy
Sent: Tuesday, June 20, 2017 12:20 PM
To: Corbett, Krysti <Corbett.Krysti@epa.gov>; Bonner, Jerome <Bonner.Jerome@epa.gov>; Engebretson, Lizabeth <Engebretson.Lizabeth@epa.gov>
Cc: Coomber, Robert <coomber.robert@epa.gov>; Hart, Debbi <Hart.Debbi@epa.gov>; Hunt, Loretta <Hunt.Loretta@epa.gov>; Mick, David <Mick.David@epa.gov>; Atkinson, Ryan <Atkinson.Ryan@epa.gov>; Helm, Arron <Helm.Arron@epa.gov>
Subject: RE: Retirement Training Schedule

Hello Krysti,

Starting next week each SSC will provide webinars twice on each Tuesday and Thursday until the window ends on July 26th. Times will vary to cover time zones across serviced organizations. We may provide additional sessions for customers by request if needed. There is also a 508 compliant version of

the presentation that is going on the Agency VERA/VSIP intranet site that employees can access on their own as needed.

Jeremy A. Taylor
OARM-RTP-HRMD
Director
919-541-0537

<image001.png>

CONFIDENTIALITY: This communication may contain privileged or other confidential information. If you are not the intended addressee, or believe you have received this communication in error, you may neither copy, disseminate, nor distribute it to anyone else or use it in any unauthorized manner; to do so is strictly prohibited and may be unlawful. If you receive this email by mistake, please advise the sender immediately by using the reply facility in your mail software and delete it from your computer. "Information in this message may be subject to the Privacy Act (5 USC 552a) and should be treated accordingly."

From: Corbett, Krysti
Sent: Tuesday, June 20, 2017 11:59 AM
To: Bonner, Jerome <Bonner.Jerome@epa.gov>; Taylor, Jeremy <Taylor.Jeremy@epa.gov>; Engebretson, Lizabeth <Engebretson.Lizabeth@epa.gov>
Cc: Coomber, Robert <coomber.robert@epa.gov>; Hart, Debbi <Hart.Debbi@epa.gov>; Hunt, Loretta <Hunt.Loretta@epa.gov>; Mick, David <Mick.David@epa.gov>; Atkinson, Ryan <Atkinson.Ryan@epa.gov>; Helm, Arron <Helm.Arron@epa.gov>
Subject: Retirement Training Schedule

Hey Everyone –

Can you please share the retirement training schedule with us so that we can share with the unions? THANKS!

Krysti Corbett
Director
Labor and Employee Relations Division
Office of Human Resources
U.S. Environmental Protection Agency
1200 Pennsylvania Avenue, N.W.
WJC North 6317A
Washington DC 20460
Mail Code 3602A
Desk Phone: (202) 564-6295
Mobile: (202) 579-1681
corbett.krysti@epa.gov

To: Hart, Debbi[Hart.Debbi@epa.gov]
Cc: Cunningham, Dennis[Cunningham.Dennis@epa.gov]
From: Cherry, Katrina
Sent: Fri 6/30/2017 6:59:59 PM
Subject: FW: OITA's V/V Budget Tables update information
OITA v and v budget information tables after OMB Feedback 06 30 17.docx

FYI. We submitted to OCFO too.

From: Weckesser, Mike
Sent: Friday, June 30, 2017 1:59 PM
To: Remmers, Janet <Remmers.Janet@epa.gov>; Terris, Carol <Terris.Carol@epa.gov>
Cc: Cherry, Katrina <Cherry.Katrina@epa.gov>; Cunningham, Dennis <Cunningham.Dennis@epa.gov>; Weckesser, Mike <Weckesser.Mike@epa.gov>
Subject: OITA's V/V Budget Tables update information

Bonjour,

Thanks for forwarding the Word table as well as yesterday's discussion; enlightening to many. Attached, pls find OITA's revised / updated V & V budget table. If you have any questions, I'll be in the office on Monday and working from home on Wed. Wishing everyone a safe and wonderful Holiday Weekend. Regards, Mike 202.564.0324

From: Remmers, Janet
Sent: Friday, June 30, 2017 8:38 AM
To: OCFO-SBO <OCFOSBO@epa.gov>; OCFO-Regional-Comptroller <OCFORegionalComptroller@epa.gov>
Subject: FW: V/V Budget Tables update information

From: Remmers, Janet
Sent: Friday, June 30, 2017 8:37 AM
To: Shanahan, Katherine <Shanahan.Katherine@epa.gov>
Cc: Terris, Carol <Terris.Carol@epa.gov>; Beth Baden (Baden.Beth@epa.gov) <Baden.Beth@epa.gov>
Subject: RE: V/V Budget Tables update information

Kathie,

Attached is a revised version of the instructions.

I added some “best practices” and clarified the calculations should be based on the “Maximum number of offers that would be accepted”.

Please provide this to the Budget, PMO and HRO communities that were on the conference call yesterday.

From: Remmers, Janet

Sent: Thursday, June 29, 2017 6:18 PM

To: Shanahan, Katherine <Shanahan.Katherine@epa.gov>

Cc: Terris, Carol <Terris.Carol@epa.gov>; Beth Baden (Baden.Beth@epa.gov)
<Baden.Beth@epa.gov>

Subject: V/V Budget Tables update information

Kathie,

Attached is the information for the V/V Budget Tables updates.

Thank you for getting this out to the Budget, PMO and HRO communities that were on the conference call today.

Janet Remmers, Ph.D.

office: 202-564-0548

aws: 301-593-7870

To: Hart, Debbi[Hart.Debbi@epa.gov]
Cc: Hunt, Loretta[Hunt.Loretta@epa.gov]
From: Vaughan, Pat
Sent: Wed 6/7/2017 12:00:36 PM
Subject: SES Change

Debbi,

We heard last night that we now have to remove our SES from consideration in the VERA/VSIP. We do mention them in our business case, and obviously it will change our pool. Do we now have to revise everything and reissue?

Pat Vaughan

Director, Human Resources Division

ORD/Office of Administrative and Research Support

919-541-4912

919-406-4424 (cell)

<https://intranet.ord.epa.gov/oars/home>

Message

From: Hart, Debbi [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=62AFB40F2BF1484D933F2CE207EB20E7-HART, DEBRA]
Sent: 7/7/2017 8:55:42 PM
To: Remmers, Janet [Remmers.Janet@epa.gov]
CC: Terris, Carol [Terris.Carol@epa.gov]
Subject: FW: EPA Final VERA/VSIP Request--updated information and responses
Attachments: VERA VSIP costsbenefits.xlsx

Importance: High

Janet—Can you take a look?

From: Grossman, Andrea L. EOP/OMB

Sent: Friday, July 07, 2017 4:53 PM

To: Hart, Debbi <Hart.Debbi@epa.gov>

Cc: Hickey, Mike J. EOP/OMB

Subject: RE: EPA Final VERA/VSIP Request--updated information and responses

Ex. 6 - Personal Privacy

Ex. 6 - Personal Privacy

Debbi,

One small issue I'm catching: when I add up the FY17 costs I get a slight difference from what you're showing in your table on page 3 (see attached for my excel document where I've copied over what appear in the business case- let me know if I'm making a mistake in my calculation, or update the figure on page 3). On the bright side, I'm showing your FY17 costs as slightly lower! If accurate, can you send to the broader group on this email an updated version?

I'm working to talk my management through the changes you worked to incorporate and will keep you posted.

Andrea Grossman
Program Examiner, OMB Environment Branch
202-395-4756

From: Hart, Debbi [mailto:Hart.Debbi@epa.gov]

Sent: Friday, July 7, 2017 3:47 PM

To: Grossman, Andrea L. EOP/OMB
<Darrell.Coleman@opm.gov>; Thornton, Cathryn <Cathryn.Thornton@opm.gov>; Butler, Monica <Monica.Butler@opm.gov>; Snowden, Gregory A <Gregory.Snowden@opm.gov>; Mahoney, Michael J <Mike.Mahoney@opm.gov>

Cc: Vizian, Donna <Vizian.Donna@epa.gov>; Showman, John <Showman.John@epa.gov>; Gray, Linda <gray.linda@epa.gov>; Carpenter, Wesley <Carpenter.Wesley@epa.gov>; Parker, Gary <parker.gary@epa.gov>; Hunt, Loretta <Hunt.Loretta@epa.gov>; Hickey, Mike J. EOP/OMB
<Remmers.Janet@epa.gov>; Terris, Carol <Terris.Carol@epa.gov>

Subject: RE: EPA Final VERA/VSIP Request--updated information and responses

Importance: High

Ex. 6 - Personal Privacy

Ex. 6 - Personal Privacy

Andrea-

Please see the updated business case/targeted positions template and our responses to your outstanding questions, all attached. We are standing by for questions. Thanks again. Debbi

Debbi Hart
Director

Policy, Planning & Training Division
OHR, OARM
USEPA
202.564.2011
hart_debbi@epa.gov

From: Grossman, Andrea L. EOP/OMB

Ex. 6 - Personal Privacy

Sent: Friday, July 07, 2017 12:19 PM

To: Hart, Debbi <Hart.Debbi@epa.gov>; Snowden, Gregory A <Gregory.Snowden@opm.gov>; Mahoney, Michael J <Mike.Mahoney@opm.gov>; Coleman, Darrell E <Darrell.Coleman@opm.gov>; Thornton, Cathryn <Cathryn.Thornton@opm.gov>; Butler, Monica <Monica.Butler@opm.gov>

Cc: Vizian, Donna <Vizian.Donna@epa.gov>; Showman, John <Showman.John@epa.gov>; Gray, Linda <gray.linda@epa.gov>; Carpenter, Wesley <Carpenter.Wesley@epa.gov>; Parker, Gary <parker.gary@epa.gov>; Hunt, Loretta <Hunt.Loretta@epa.gov>; Hickey, Mike J. EOP/OMB

Ex. 6 - Personal Privacy

Subject: RE: EPA Final VERA/VSIP Request--email 3 of 3

Debbi,

Thank you for this response. I'm attaching an updated list of outstanding data/consistency issues.

I'm not sure all of the offices understood our question about accounting for payroll for all positions classified as "restructure". As you'll see, this issue represents the vast majority of our outstanding issues. Even if a position will be filled internally, those payroll costs need to be accounted for in Table B. Many of the "Table B"s in the business case account for savings for the max number of offers, but do not include any costs for positions listed as "restructure", which indicates that those positions are actually being eliminated. Please see attached for the complete list of places this occurs.

I'm happy to chat through this if needed. I don't think this will take a long time to incorporate, as it should just be updating the math in the tables and ensuring everything is accounted for in the agency roll-up total (and it is likely easier to do centrally rather than farming it back out to all the offices).

Do you also have a written response you can provide for the other two non-data questions I sent over on 6/29?

Thank you,

Andrea Grossman
Program Examiner, OMB Environment Branch
202-395-4756

From: Hart, Debbi [<mailto:Hart.Debbi@epa.gov>]

Sent: Friday, July 7, 2017 8:57 AM

To: Snowden, Gregory A <Gregory.Snowden@opm.gov>; Mahoney, Michael J <Mike.Mahoney@opm.gov>; Coleman, Darrell E <Darrell.Coleman@opm.gov>; Thornton, Cathryn <Cathryn.Thornton@opm.gov>; Butler, Monica <Monica.Butler@opm.gov>; Mulligan, James S. EOP/OMB

Ex. 6 - Personal Privacy

Grossman, Andrea L.

EOP/OMB

Ex. 6 - Personal Privacy

Cc: Vizian, Donna <Vizian.Donna@epa.gov>; Showman, John <Showman.John@epa.gov>; Gray, Linda <gray.linda@epa.gov>; Carpenter, Wesley <Carpenter.Wesley@epa.gov>; Parker, Gary <parker.gary@epa.gov>; Hunt, Loretta <Hunt.Loretta@epa.gov>

Subject: EPA Final VERA/VSIP Request--email 3 of 3

EPA's final targeted positions chart. I will contact you to ensure receipt of all three pieces. Debbi

From: Hart, Debbi
Sent: Friday, July 07, 2017 8:54 AM
To: 'Snowden, Gregory A' <Gregory.Snowden@opm.gov>; 'Mahoney, Michael J' <Mike.Mahoney@opm.gov>; 'Coleman, Darrell E' <Darrell.Coleman@opm.gov>; 'Thornton, Cathryn' <Cathryn.Thornton@opm.gov>; 'Butler, Monica' <Monica.Butler@opm.gov>; 'Mulligan, James S. EOP/OMB' <James.Mulligan@opm.gov> **Ex. 6 - Personal Privacy** 'Grossman, Andrea L. EOP/OMB' <Andrea.Grossman@opm.gov> **Ex. 6 - Personal Privacy**
Cc: Vizian, Donna <Vizian.Donna@epa.gov>; Showman, John <Showman.John@epa.gov>; Gray, Linda <gray.linda@epa.gov>; Carpenter, Wesley <Carpenter.Wesley@epa.gov>; Parker, Gary <parker.gary@epa.gov>; Loretta Hunt <Hunt.Loretta@epa.gov>
Subject: EPA Final VERA/VSIP Request--email 2 of 3

EPA's final business case (attached). DH

From: Hart, Debbi
Sent: Friday, July 07, 2017 8:52 AM
To: Snowden, Gregory A <Gregory.Snowden@opm.gov>; Mahoney, Michael J <Mike.Mahoney@opm.gov>; Coleman, Darrell E <Darrell.Coleman@opm.gov>; Thornton, Cathryn <Cathryn.Thornton@opm.gov>; Butler, Monica <Monica.Butler@opm.gov>; Mulligan, James S. EOP/OMB <James.Mulligan@opm.gov> **Ex. 6 - Personal Privacy** 'Grossman, Andrea L. EOP/OMB' <Andrea.Grossman@opm.gov> **Ex. 6 - Personal Privacy**
Cc: Vizian, Donna <Vizian.Donna@epa.gov>; Showman, John <Showman.John@epa.gov>; Gray, Linda <gray.linda@epa.gov>; Carpenter, Wesley <Carpenter.Wesley@epa.gov>; Parker, Gary <parker.gary@epa.gov>; Loretta Hunt <Hunt.Loretta@epa.gov>
Subject: EPA Final VERA/VSIP Request--email 1 of 3
Importance: High

Greetings All-

Thank you for your assistance with this effort. As for our informal request, we are submitting our final package in three pieces. Attached is our signed VERA/VSIP template request. This will be followed by our final business case and targeted positions table. Please let us know if there are any questions. Thanks again-- Debbi

Debbi Hart
Director
Policy, Planning & Training Division
OHR, OARM
USEPA
202.564.2011
hart.debbi@epa.gov

To: Brincks, Mike[brincks.mike@epa.gov]
Cc: Krehbiel, Ben[Krehbiel.Ben@epa.gov]; Mairose, Sue[Mairose.Sue@epa.gov]; Price, Patricia[price.patricia@epa.gov]; Flournoy, Luetta[Flournoy.Luetta@epa.gov]; Hunt, Loretta[Hunt.Loretta@epa.gov]; Coomber, Robert[coomber.robert@epa.gov]
From: Hart, Debbi
Sent: Tue 7/11/2017 7:51:17 PM
Subject: RE: Need your help - VERA/VSIP Notices - question

Yes, that's correct. DH

From: Brincks, Mike
Sent: Tuesday, July 11, 2017 3:44 PM
To: Hart, Debbi <Hart.Debbi@epa.gov>
Cc: Krehbiel, Ben <Krehbiel.Ben@epa.gov>; Mairose, Sue <Mairose.Sue@epa.gov>; Price, Patricia <price.patricia@epa.gov>; Flournoy, Luetta <Flournoy.Luetta@epa.gov>; Hunt, Loretta <Hunt.Loretta@epa.gov>; Coomber, Robert <coomber.robert@epa.gov>
Subject: Re: Need your help - VERA/VSIP Notices - question

Debbi - thank you.

So our position and messaging is only those eligible and targeted under our plan at the time it was submitted will be included in the pool? Is that correct?

Thanks,

Mike

On Jul 11, 2017, at 2:40 PM, Hart, Debbi <Hart.Debbi@epa.gov> wrote:

Ben—

I connected with OPM and confirmed that changing your number of targeted positions would require an amendment to our business case. Given that our application window opens in less than two days, we do not have the time. So please proceed with your communications to folks in the targeted positions that were approved by OPM/OMB and let me know if you have any further questions. Thanks. Debbi

Debbi Hart
Director

Policy, Planning & Training Division
OHR, OARM
USEPA
202.564.2011
hart.debbi@epa.gov

From: Hart, Debbi
Sent: Tuesday, July 11, 2017 11:01 AM
To: Krehbiel, Ben <Krehbiel.Ben@epa.gov>
Cc: Brincks, Mike <brincks.mike@epa.gov>; Mairose, Sue <Mairose.Sue@epa.gov>;
Price, Patricia <price.patricia@epa.gov>; Flournoy, Luetta <Flournoy.Luetta@epa.gov>;
Hunt, Loretta <Hunt.Loretta@epa.gov>
Subject: RE: Need your help - VERA/VSIP Notices - question

Ben-

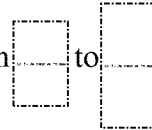
Got it—thanks. As mentioned, we will need to coordinate this with OPM. I'll contact you as soon as I connect with them. Debbi

From: Krehbiel, Ben
Sent: Tuesday, July 11, 2017 10:44 AM
To: Hart, Debbi <Hart.Debbi@epa.gov>
Cc: Brincks, Mike <brincks.mike@epa.gov>; Mairose, Sue <Mairose.Sue@epa.gov>;
Price, Patricia <price.patricia@epa.gov>; Flournoy, Luetta <Flournoy.Luetta@epa.gov>;
Hunt, Loretta <Hunt.Loretta@epa.gov>
Subject: Re: Need your help - VERA/VSIP Notices - question

Thx Debbi --

This will not affect our business case nor will it impact the number of maximum offers.

At most this would simply change our targeted positions from



Ben

Sent from my iPhone

On Jul 11, 2017, at 9:06 AM, Hart, Debbi <Hart.Debbi@epa.gov> wrote:

Hey Mike—

We will need to understand if this changes R7's business case or the max number of offers. I'll contact Ben/Pat to discuss.

Debbi Hart
Director

Policy, Planning & Training Division
OHR, OARM
USEPA
202.564.2011
hart.debbi@epa.gov

From: Brincks, Mike
Sent: Monday, July 10, 2017 4:32 PM
To: Hart, Debbi <Hart.Debbi@epa.gov>; Hunt, Loretta <Hunt.Loretta@epa.gov>
Cc: Mairose, Sue <Mairose.Sue@epa.gov>; Price, Patricia <price.patricia@epa.gov>;
Flournoy, Luetta <Flournoy.Luetta@epa.gov>; Krehbiel, Ben
<Krehbiel.Ben@epa.gov>
Subject: Need your help - VERA/VSIP Notices - question
Importance: High

Debbi & Loretta,

Region 7's VERA/VSIP package targeted ☐ positions eligible for either a Regular Retirement or an Early Retirement at the time the package was submitted. Since that submittal, there are several additional Region 7 employees who will become Early Retirement eligible either prior to the application deadline or the anticipated departure date of September 2nd. Should notices be sent to employees in targeted positions who will become Early Retirement eligible by the application deadline? By the Agency's departure date? Your earliest response would be greatly appreciated since this impacts who we send the notices to.

Please contact Ben Krehbiel, Deputy ARA, or Pat Price, RHRO, if you have questions or need to discuss.

We appreciate your help in this matter!

Mike

<image001.jpg>

Mike Brincks

Assistant Regional Administrator

Office of Policy & Management

US Environmental Protection Agency, Region 7

11201 Renner Boulevard

Lenexa, KS 66219

Office: 913-551-7799

brincks.mike@epa.gov

To: Pastalove, Barbara[Pastalove.Barbara@epa.gov]
Cc: Pace, Donald[Pace.Donald@epa.gov]; Rubel, Robert[Rubel.Robert@epa.gov]; Kercado, Carlos[Kercado.Carlos@epa.gov]; Hart, Debbie[Hart.Debbi@epa.gov]
From: Remmers, Janet
Sent: Fri 6/30/2017 6:50:40 PM
Subject: RE: Re: V/V Budget Tables update information

Thank you for your updated table.

Row A, Pre VV Payroll: This should be the 2017 Payroll for both FY18 and FY19 columns. This should not have increases for COLA, WIGIs

Also, Row E should not include COLA, WIGIs. (see the instructions with OMB feedback for more info)

Row H, Post VV WCF: Since the New Hires will only be onboard for a half year in FY18, the WCF should also be for a half year in FY18.

For consistency with the combined agency submission, please can you change the notes to use the letter of the Row, eg A, B, C, D, etc , instead of “*”.

Thanks

Table 2 - Estimated Savings for FY 2018 through FY 2019

	<i>FY 2018 Estimate</i>	<i>FY 2019 Estimate</i>
A. Pre-VERA/VSIP Annual Payroll Cost*	Ex. 5 - Deliberative Process	
B. VERA/ VSIP Payout Cost		
C. Leave Payout Cost		
D. Post VERA/VSIP Annual Payroll Cost		
E. Payroll for 15 New Hires **		
F. Payroll Savings for 30 VERA/VSIP Targeted Positions (F = A – B – C – D - E)		
G. Pre-VERA/VSIP Annual WCF Cost ***		
H. Post VERA/VSIP Annual WCF Cost ***		
I. WCF for 15 New Hires		
J. WCF Savings for 15 VERA/VSIP Targeted Positions (J = G – H – I)		
Projected Savings with VERA/VSIP (F + J)		

Notes:

- * 2018 Pre-VV Annual Payroll Cost based on current FY 2017 payroll cost as starting point, additional 1.9% COLA and 1.5% for WIGIS and promotions. 2019 Pre-VV Annual Payroll Cost Post Payroll as starting point, additional 1% COLA and 1.5% for WIGIS and promotions.
- ** Payroll for New Hires assume the [] positions identified for restructuring will be filled within 6 months for FY 2018 and will be charging the entire FY for FY 2019.
- *** For WCF savings and hires, \$4,000 used per position.

Janet Remmers, Ph.D.

RPROS

Office of Budget/OCFO

Mail code: 2732A

office: 202-564-0548

aws: 301-593-7870

From: Pastalove, Barbara

Sent: Friday, June 30, 2017 2:41 PM

To: Remmers, Janet <Remmers.Janet@epa.gov>; Hart, Debbi <Hart.Debbi@epa.gov>
Cc: Pace, Donald <Pace.Donald@epa.gov>; Rubel, Robert <Rubel.Robert@epa.gov>; Kercado, Carlos <Kercado.Carlos@epa.gov>
Subject: Re: V/V Budget Tables update information

Please find attached the updated V/V Budget Tables for Region 2, reflecting the guidance forwarded by Kathy Shanahan late yesterday.

If there are any questions, please let us know.

Thank you.

Barbara Pastalove

HRO Region 2

Message

From: Grossman, Andrea L. EOP/OMB **Ex. 6 - Personal Privacy**
Sent: 7/7/2017 8:53:07 PM
To: Hart, Debbi [Hart.Debbi@epa.gov]
CC: Hickey, Mike J. EOP/OMB **Ex. 6 - Personal Privacy**
Subject: RE: EPA Final VERA/VSIP Request--updated information and responses
Attachments: VERA VSIP costsbenefits.xlsx

Debbi,

One small issue I'm catching: when I add up the FY17 costs I get a slight difference from what you're showing in your table on page 3 (see attached for my excel document where I've copied over what appear in the business case- let me know if I'm making a mistake in my calculation, or update the figure on page 3). On the bright side, I'm showing your FY17 costs as slightly lower! If accurate, can you send to the broader group on this email an updated version?

I'm working to talk my management through the changes you worked to incorporate and will keep you posted.

Andrea Grossman
Program Examiner, OMB Environment Branch
202-395-4756

From: Hart, Debbi [mailto:Hart.Debbi@epa.gov]
Sent: Friday, July 7, 2017 3:47 PM
To: Grossman, Andrea L. EOP/OMB **Ex. 6 - Personal Privacy** Coleman, Darrell E
<Darrell.Coleman@opm.gov>; Thornton, Cathryn <Cathryn.Thornton@opm.gov>; Butler, Monica
<Monica.Butler@opm.gov>; Snowden, Gregory A <Gregory.Snowden@opm.gov>; Mahoney, Michael J
<Mike.Mahoney@opm.gov>
Cc: Vizian, Donna <Vizian.Donna@epa.gov>; Showman, John <Showman.John@epa.gov>; Gray, Linda
<gray.linda@epa.gov>; Carpenter, Wesley <Carpenter.Wesley@epa.gov>; Parker, Gary <parker.gary@epa.gov>; Hunt,
Loretta <Hunt.Loretta@epa.gov>; Hickey, Mike J. EOP/OMB **Ex. 6 - Personal Privacy** Remmers, Janet
<Remmers.Janet@epa.gov>; Terris, Carol <Terris.Carol@epa.gov>
Subject: RE: EPA Final VERA/VSIP Request--updated information and responses
Importance: High

Andrea-

Please see the updated business case/targeted positions template and our responses to your outstanding questions, all attached. We are standing by for questions. Thanks again. Debbi

Debbi Hart
Director
Policy, Planning & Training Division
OHR, OARM
USEPA
202.564.2011
hart.debbi@epa.gov

From: Grossman, Andrea L. EOP/OMB [mailto:Andrea_L_Grossman@omb.eop.gov]
Sent: Friday, July 07, 2017 12:19 PM

To: Hart, Debbi <Hart.Debbi@epa.gov>; Snowden, Gregory A <Gregory.Snowden@opm.gov>; Mahoney, Michael J <Mike.Mahoney@opm.gov>; Coleman, Darrell E <Darrell.Coleman@opm.gov>; Thornton, Cathryn <Cathryn.Thornton@opm.gov>; Butler, Monica <Monica.Butler@opm.gov>
Cc: Vizian, Donna <Vizian.Donna@epa.gov>; Showman, John <Showman.John@epa.gov>; Gray, Linda <gray.linda@epa.gov>; Carpenter, Wesley <Carpenter.Wesley@epa.gov>; Parker, Gary <parker.gary@epa.gov>; Hunt, Loretta <Hunt.Loretta@epa.gov>; Hickey, Mike J. EOP/OMB
Subject: RE: EPA Final VERA/VSIP Request--email 3 of 3

Ex. 6 - Personal Privacy

Debbi,

Thank you for this response. I'm attaching an updated list of outstanding data/consistency issues.

I'm not sure all of the offices understood our question about accounting for payroll for all positions classified as "restructure". As you'll see, this issue represents the vast majority of our outstanding issues. Even if a position will be filled internally, those payroll costs need to be accounted for in Table B. Many of the "Table B"s in the business case account for savings for the max number of offers, but do not include any costs for positions listed as "restructure", which indicates that those positions are actually being eliminated. Please see attached for the complete list of places this occurs.

I'm happy to chat through this if needed. I don't think this will take a long time to incorporate, as it should just be updating the math in the tables and ensuring everything is accounted for in the agency roll-up total (and it is likely easier to do centrally rather than farming it back out to all the offices).

Do you also have a written response you can provide for the other two non-data questions I sent over on 6/29?

Thank you,

Andrea Grossman
Program Examiner, OMB Environment Branch
202-395-4756

From: Hart, Debbi [mailto:Hart.Debbi@epa.gov]
Sent: Friday, July 7, 2017 8:57 AM
To: Snowden, Gregory A <Gregory.Snowden@opm.gov>; Mahoney, Michael J <Mike.Mahoney@opm.gov>; Coleman, Darrell E <Darrell.Coleman@opm.gov>; Thornton, Cathryn <Cathryn.Thornton@opm.gov>; Butler, Monica <Monica.Butler@opm.gov>; Mulligan, James S. EOP/OMB
Cc: Vizian, Donna <Vizian.Donna@epa.gov>; Showman, John <Showman.John@epa.gov>; Gray, Linda <gray.linda@epa.gov>; Carpenter, Wesley <Carpenter.Wesley@epa.gov>; Parker, Gary <parker.gary@epa.gov>; Hunt, Loretta <Hunt.Loretta@epa.gov>
Subject: EPA Final VERA/VSIP Request--email 3 of 3

Ex. 6 - Personal Privacy

EPA's final targeted positions chart. I will contact you to ensure receipt of all three pieces. Debbi

From: Hart, Debbi
Sent: Friday, July 07, 2017 8:54 AM
To: 'Snowden, Gregory A' <Gregory.Snowden@opm.gov>; 'Mahoney, Michael J' <Mike.Mahoney@opm.gov>; 'Coleman, Darrell E' <Darrell.Coleman@opm.gov>; 'Thornton, Cathryn' <Cathryn.Thornton@opm.gov>; 'Butler, Monica' <Monica.Butler@opm.gov>; 'Mulligan, James S. EOP/OMB'
Cc: Vizian, Donna <Vizian.Donna@epa.gov>; Showman, John <Showman.John@epa.gov>; Gray, Linda <gray.linda@epa.gov>; Carpenter, Wesley <Carpenter.Wesley@epa.gov>; Parker, Gary <parker.gary@epa.gov>; Loretta

Ex. 6 - Personal Privacy

Hunt <Hunt.Loretta@epa.gov>

Subject: EPA Final VERA/VSIP Request--email 2 of 3

EPA's final business case (attached). DH

From: Hart, Debbi

Sent: Friday, July 07, 2017 8:52 AM

To: Snowden, Gregory A <Gregory.Snowden@opm.gov>; Mahoney, Michael J <Mike.Mahoney@opm.gov>; Coleman, Darrell E <Darrell.Coleman@opm.gov>; Thornton, Cathryn <Cathryn.Thornton@opm.gov>; Butler, Monica <Monica.Butler@opm.gov>; Mulligan, James S. EOP/OMB **Ex. 6 - Personal Privacy** Grossman, Andrea L. EOP/OMB' **Ex. 6 - Personal Privacy**

Cc: Vizian, Donna <Vizian.Donna@epa.gov>; Showman, John <[Showman.John@epa.gov](mailto>Showman.John@epa.gov)>; Gray, Linda <gray.linda@epa.gov>; Carpenter, Wesley <Carpenter.Wesley@epa.gov>; Parker, Gary <parker.gary@epa.gov>; Loretta Hunt <Hunt.Loretta@epa.gov>

Subject: EPA Final VERA/VSIP Request--email 1 of 3

Importance: High

Greetings All-

Thank you for your assistance with this effort. As for our informal request, we are submitting our final package in three pieces. Attached is our signed VERA/VSIP template request. This will be followed by our final business case and targeted positions table. Please let us know if there are any questions. Thanks again-- Debbi

Debbi Hart
Director
Policy, Planning & Training Division
OHR, OARM
USEPA
202.564.2011
hart.debbi@epa.gov

Message

From: Hart, Debbi [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=62AFB40F2BF1484D933F2CE207EB20E7-HART, DEBRA]
Sent: 6/15/2017 2:33:25 PM
To: Vaughan, Pat [Vaughan.Pat@epa.gov]
Subject: RE: VERA/VSIP Question on Pools

Pat- Let us know how things stand as soon as you're able. And FYI—my word to the team was to copy all team members as potential changes to data/business cases arise. Everything has to be synced up. Please don't feel any way about this—no harm done from our perspective.

From: Hunt, Loretta
Sent: Thursday, June 15, 2017 9:18 AM
To: Vaughan, Pat <Vaughan.Pat@epa.gov>
Subject: Re: VERA/VSIP Question on Pools

Pat,

I apologize but things are getting tight on this end and the team has to be prepared to act quickly.

Loretta L. Hunt, Chief
Policy and Accountability Branch
Policy, Planning and Training Division
Office of Human Resources
(202) 564-6963
hunt.loretta@epa.gov

On Jun 14, 2017, at 8:29 PM, Vaughan, Pat <Vaughan.Pat@epa.gov> wrote:

I will get back to you. We may be ok. Wish this hadn't been copied to everyone yet. I was asking for advice first.

Sent from my iPhone

On Jun 14, 2017, at 6:13 PM, Hunt, Loretta <Hunt.Loretta@epa.gov> wrote:

Pat,

We're trying to submit draft documentation to OPM and OMB ASAP.

Are you saying you forgot to include FERS MRA+10 employees in your VERA count? They should show up in the VSIP count if they're in a targeted position. Or are you saying they aren't counted at all?

Loretta L. Hunt
Branch Chief
Policy and Accountability Branch
Policy, Planning and Training Division
Office of Human Resources
U.S. EPA
Phone: (202) 564-6963
Email: hunt.loretta@epa.gov

From: Vaughan, Pat

Sent: Wednesday, June 14, 2017 5:13 PM

To: Hart, Debbi <Hart.Debbi@epa.gov>; Hunt, Loretta <Hunt.Loretta@epa.gov>

Subject: VERA/VSIP Question on Pools

Debbie/Loretta,

Would like to talk to one of you as soon as possible, if that is doable. We based our eligible pool numbers on those fully eligible to retire and those eligible for a VERA. I did not know (which I should) that MRA + 10 is one of the ways you can be fully eligible (with a reduced annuity). That column in OBIEE is a completely different one, and we didn't use it.

Adding those employees to our pool of eligibles now, will add an additional employees. We, obviously, can't change the cap we submitted to the agency, but we will definitely have a larger pool feeding into that cap. I need to know if this is a big issue. The potential cost to the agency would not go up since the cap remains the same.

Do you need a new chart with this breakdown, or does that even matter at this point? We just have to have the eligible names correct when they go to the SSC, in my opinion. Can I talk this through with someone?

We indicated in our business case that we wanted the ability to adjust caps as necessary, within the LCOs, as long as we remained within our overall cap of That would not change.

Does any of this make sense?

Pat Vaughan

Director, Human Resources Division

ORD/Office of Administrative and Research Support

919-541-4912

919-406-4424 (cell)

<https://intranet.ord.epa.gov/oars/home>

Message

From: Milton, Laura [Milton.Laura@epa.gov]
Sent: 6/9/2017 1:41:12 PM
To: Parker, Gary [parker.gary@epa.gov]
CC: Schulman, Marvin [Schulman.Marvin@epa.gov]; Kuhns, Jason [Kuhns.Jason@epa.gov]; Hart, Debbi [Hart.Debbi@epa.gov]
Subject: RE: URGENT VERA VSIP
Attachments: OECA VERA VSIP Major Themes no SES.xlsx

Here you go!

Laura Milton, PMO
Administrative Management Division
OECA/Office of Administration and Policy
US Environmental Protection Agency
Phone: 202-564-6017
milton.laura@epa.gov

From: Parker, Gary
Sent: Friday, June 09, 2017 9:33 AM
To: Milton, Laura <Milton.Laura@epa.gov>
Cc: Schulman, Marvin <Schulman.Marvin@epa.gov>; Kuhns, Jason <Kuhns.Jason@epa.gov>; Hart, Debbi <Hart.Debbi@epa.gov>
Subject: URGENT VERA VSIP

Laura,

VERA VSIP numbers are being finalized today. Need your help with one issue we have in reviewing your V/V numbers. OECA business case shows 506 targeted positions, however the "Theme" template submission from OECA shows targeted positions. My assumption is that you have reduced your targeted positions by I need to know which appropriations are impacted by the reduction. Please provide that information soonest.

R,
Gary

Mr. Gary Parker
Branch Chief, Workforce Planning
USEPA/OARM/OHR
(O) 202-564-7421
(M) 202-253-7099

Message

From: Krehbiel, Ben [Krehbiel.Ben@epa.gov]
Sent: 7/11/2017 7:42:30 PM
To: Hart, Debbi [Hart.Debbi@epa.gov]
Subject: RE: Need your help - VERA/VSIP Notices - question

Thx Debbi

From: Hart, Debbi
Sent: Tuesday, July 11, 2017 2:40 PM
To: Krehbiel, Ben <Krehbiel.Ben@epa.gov>
Cc: Brincks, Mike <brincks.mike@epa.gov>; Mairose, Sue <Mairose.Sue@epa.gov>; Price, Patricia <price.patricia@epa.gov>; Flournoy, Luetta <Flournoy.Luetta@epa.gov>; Hunt, Loretta <Hunt.Loretta@epa.gov>; Coomber, Robert <coomber.robert@epa.gov>
Subject: RE: Need your help - VERA/VSIP Notices - question
Importance: High

Ben—

I connected with OPM and confirmed that changing your number of targeted positions would require an amendment to our business case. Given that our application window opens in less than two days, we do not have the time. So please proceed with your communications to folks in the targeted positions that were approved by OPM/OMB and let me know if you have any further questions. Thanks. Debbi

Debbi Hart
Director
Policy, Planning & Training Division
OHR, OARM
USEPA
202.564.2011
hart.debbi@epa.gov

From: Hart, Debbi
Sent: Tuesday, July 11, 2017 11:01 AM
To: Krehbiel, Ben <Krehbiel.Ben@epa.gov>
Cc: Brincks, Mike <brincks.mike@epa.gov>; Mairose, Sue <Mairose.Sue@epa.gov>; Price, Patricia <price.patricia@epa.gov>; Flournoy, Luetta <Flournoy.Luetta@epa.gov>; Hunt, Loretta <Hunt.Loretta@epa.gov>
Subject: RE: Need your help - VERA/VSIP Notices - question

Ben-

Got it—thanks. As mentioned, we will need to coordinate this with OPM. I'll contact you as soon as I connect with them.
Debbi



From: Krehbiel, Ben
Sent: Tuesday, July 11, 2017 10:44 AM
To: Hart, Debbi <Hart.Debbi@epa.gov>
Cc: Brincks, Mike <brincks.mike@epa.gov>; Mairose, Sue <Mairose.Sue@epa.gov>; Price, Patricia

<price.patricia@epa.gov>; Flournoy, Luetta <Flournoy.Luetta@epa.gov>; Hunt, Loretta <Hunt.Loretta@epa.gov>

Subject: Re: Need your help - VERA/VSIP Notices - question

Thx Debbi --

This will not affect our business case nor will it impact the number of maximum offers.

At most this would simply change our targeted positions from  to .

Ben

Sent from my iPhone

On Jul 11, 2017, at 9:06 AM, Hart, Debbi <Hart.Debbi@epa.gov> wrote:

Hey Mike—

We will need to understand if this changes R7's business case or the max number of offers. I'll contact Ben/Pat to discuss.

Debbi Hart
Director
Policy, Planning & Training Division
OHR, OARM
USEPA
202.564.2011
hart.debbi@epa.gov

From: Brincks, Mike

Sent: Monday, July 10, 2017 4:32 PM


To: Hart, Debbi <Hart.Debbi@epa.gov>; Hunt, Loretta <Hunt.Loretta@epa.gov>

Cc: Mairose, Sue <Mairose.Sue@epa.gov>; Price, Patricia <price.patricia@epa.gov>; Flournoy, Luetta <Flournoy.Luetta@epa.gov>; Krehbiel, Ben <Krehbiel.Ben@epa.gov>

Subject: Need your help - VERA/VSIP Notices - question

Importance: High

Debbi & Loretta,

Region 7's VERA/VSIP package targeted  positions eligible for either a Regular Retirement or an Early Retirement at the time the package was submitted. Since that submittal, there are several additional Region 7 employees who will become Early Retirement eligible either prior to the application deadline or the anticipated departure date of September 2nd. Should notices be sent to employees in targeted positions who will become Early Retirement eligible by the application deadline? By the Agency's departure date? Your earliest response would be greatly appreciated since this impacts who we send the notices to.

Please contact Ben Krehbiel, Deputy ARA, or Pat Price, RHRO, if you have questions or need to discuss.

We appreciate your help in this matter!

Mike

<image001.jpg>

Mike Brincks

Assistant Regional Administrator

Office of Policy & Management

US Environmental Protection Agency, Region 7

11201 Renner Boulevard

Lenexa, KS 66219

Office: 913-551-7799

brincks.mike@epa.gov

Message

From: Vizian, Donna [Vizian.Donna@epa.gov]
Sent: 6/27/2017 3:59:24 PM
To: Hart, Debbi [Hart.Debbi@epa.gov]; Showman, John [Showman.John@epa.gov]
Subject: FW: Update for EPA's VERA/VSIP business case and targeted positions Email 2 of 2

Do I need to go if Hickey is there?

From: Grossman, Andrea L. EOP/OMB **Ex. 6 - Personal Privacy**
Sent: Tuesday, June 27, 2017 11:45 AM
To: Hunt, Loretta <Hunt.Loretta@epa.gov>
Cc: Hart, Debbi <Hart.Debbi@epa.gov>; Parker, Gary <parker.gary@epa.gov>; Terris, Carol <Terris.Carol@epa.gov>; Hickey, Mike J. EOP/OMB **Ex. 6 - Personal Privacy** Mulligan, James S. EOP/OMB
Ex. 6 - Personal Privacy Vizian, Donna <Vizian.Donna@epa.gov>; Showman, John <Showman.John@epa.gov>; Gray, Linda <gray.linda@epa.gov>; Carpenter, Wesley <Carpenter.Wesley@epa.gov>
Subject: RE: Update for EPA's VERA/VSIP business case and targeted positions Email 2 of 2

Loretta,

We will be in the Old (Eisenhower) Executive Office Building, room 476.

Here is the link for building access: <https://events.whitehouse.gov/form?rid=VMKT4DRTGW>

Please have everyone who will attend fill out their information at that link by COB today so I can get the group cleared.

On the OMB end, it will be the environment branch- the various examiners who cover EPA and our branch chief Mike Hickey.

Thanks,

Andrea Grossman
Program Examiner, OMB Environment Branch
202-395-4756

From: Hunt, Loretta [mailto:Hunt.Loretta@epa.gov]
Sent: Tuesday, June 27, 2017 9:28 AM
To: Grossman, Andrea L. **Ex. 6 - Personal Privacy**
Cc: Hart, Debbi <Hart.Debbi@epa.gov>; Parker, Gary <parker.gary@epa.gov>; Terris, Carol <Terris.Carol@epa.gov>; Hickey, Mike J. **Ex. 6 - Personal Privacy** Mulligan, James S. **Ex. 6 - Personal Privacy**
Ex. 6 - Personal Privacy Vizian, Donna <Vizian.Donna@epa.gov>; Showman, John <Showman.John@epa.gov>; Gray, Linda <gray.linda@epa.gov>; Carpenter, Wesley <Carpenter.Wesley@epa.gov>
Subject: RE: Update for EPA's VERA/VSIP business case and targeted positions Email 2 of 2

Andrea,

Who will be in attendance from OMB?

Loretta L. Hunt
Branch Chief
Policy and Accountability Branch
Policy, Planning and Training Division

Office of Human Resources
U.S. EPA
Phone: (202) 564-6963
Email: hunt.loretta@epa.gov

From: Grossman, Andrea L. EOP/OMB [Ex. 6 - Personal Privacy]
Sent: Tuesday, June 27, 2017 9:19 AM
To: Hunt, Loretta <Hunt.Loretta@epa.gov>
Cc: Hart, Debbi <Hart.Debbi@epa.gov>; Parker, Gary <parker.gary@epa.gov>; Terris, Carol <Terris.Carol@epa.gov>; Hickey, Mike J. EOP/OMB [Ex. 6 - Personal Privacy]; Mulligan, James S. EOP/OMB [Ex. 6 - Personal Privacy]; Vizian, Donna <Vizian.Donna@epa.gov>; Showman, John <Showman.John@epa.gov>; Gray, Linda <gray.linda@epa.gov>; Carpenter, Wesley <Carpenter.Wesley@epa.gov>
Subject: RE: Update for EPA's VERA/VSIP business case and targeted positions Email 2 of 2

Loretta,

Yes, 2 pm tomorrow will work. I'll work on reserving a conference room and will let you know when that is done and send you the link to have people cleared by building security.

Thank you,

Andrea Grossman
Program Examiner, OMB Environment Branch
202-395-4756

From: Hunt, Loretta [<mailto:Hunt.Loretta@epa.gov>]
Sent: Monday, June 26, 2017 6:00 PM
To: Grossman, Andrea L. EOP/OMB [Ex. 6 - Personal Privacy]
Cc: Hart, Debbi <Hart.Debbi@epa.gov>; Parker, Gary <parker.gary@epa.gov>; Terris, Carol <Terris.Carol@epa.gov>; Hickey, Mike J. EOP/OMB [Ex. 6 - Personal Privacy]; Mulligan, James S. EOP/OMB [Ex. 6 - Personal Privacy]; Vizian, Donna <Vizian.Donna@epa.gov>; Showman, John <Showman.John@epa.gov>; Gray, Linda <gray.linda@epa.gov>; Carpenter, Wesley <Carpenter.Wesley@epa.gov>
Subject: RE: Update for EPA's VERA/VSIP business case and targeted positions Email 2 of 2

Andrea,

Would 2 pm, 6/28/17, work?

Loretta L. Hunt
Branch Chief
Policy and Accountability Branch
Policy, Planning and Training Division
Office of Human Resources
U.S. EPA
Phone: (202) 564-6963
Email: hunt.loretta@epa.gov

From: Grossman, Andrea L. EOP/OMB [Ex. 6 - Personal Privacy]
Sent: Monday, June 26, 2017 5:31 PM
To: Hunt, Loretta <Hunt.Loretta@epa.gov>
Cc: Hart, Debbi <Hart.Debbi@epa.gov>; Parker, Gary <parker.gary@epa.gov>; Schulman, Marvin <Schulman.Marvin@epa.gov>; McNeal, Detha <McNeal.Detha@epa.gov>; Kuhns, Jason <Kuhns.Jason@epa.gov>; Terris, Carol <Terris.Carol@epa.gov>; Hickey, Mike J. EOP/OMB [Ex. 6 - Personal Privacy]; Mulligan, James S.

EOP/OMB: **Ex. 6 - Personal Privacy**

Subject: RE: Update for EPA's VERA/VSIP business case and targeted positions Email 2 of 2

Loretta,

OMB would like to request a presentation from EPA on this VERA/VSIP proposal. We are hoping to get some insight into the broader strategy at play. This could also be an opportunity to informally ask some of our initial questions as we learn more about the package.

Would someone from EPA be available for a meeting this week (potentially Wednesday afternoon, recognizing the time sensitivity of the package)? I can reserve a conference room here at the New Executive Office Building and arrange for building clearance.

Thank you,

Andrea Grossman
Program Examiner, OMB Environment Branch
202-395-4756

From: Hunt, Loretta [mailto:Hunt.Loretta@epa.gov]

Sent: Thursday, June 22, 2017 6:52 PM

To: Hickey, Mike J. EOP/OMB **Ex. 6 - Personal Privacy** Mahoney, Michael J <Mike.Mahoney@opm.gov>; Snowden, Gregory A <Gregory.Snowden@opm.gov>; Coleman, Darrell E <Darrell.Coleman@opm.gov>; Thornton, Cathryn <Cathryn.Thornton@opm.gov>; Butler, Monica <Monica.Butler@opm.gov>; Grossman, Andrea L. EOP/OMB

Ex. 6 - Personal Privacy

Cc: Hart, Debbi <Hart.Debbi@epa.gov>; Parker, Gary <parker.gary@epa.gov>; Schulman, Marvin <Schulman.Marvin@epa.gov>; McNeal, Detha <McNeal.Detha@epa.gov>; Kuhns, Jason <Kuhns.Jason@epa.gov>

Subject: RE: Update for EPA's VERA/VSIP business case and targeted positions Email 2 of 2

The document attached replaces document #3 sent on 6/16/17.

Thanks.

Loretta L. Hunt
Branch Chief
Policy and Accountability Branch
Policy, Planning and Training Division
Office of Human Resources
U.S. EPA
Phone: (202) 564-6963
Email: hunt.loretta@epa.gov

From: Hunt, Loretta

Sent: Thursday, June 22, 2017 6:48 PM

To: 'Hickey, Mike J. EOP/OMB' **Ex. 6 - Personal Privacy** 'Mahoney, Michael J' <Mike.Mahoney@opm.gov>; 'Snowden, Gregory A' <Gregory.Snowden@opm.gov>; Coleman, Darrell E <Darrell.Coleman@opm.gov>; Thornton, Cathryn <Cathryn.Thornton@opm.gov>; Butler, Monica <Monica.Butler@opm.gov>;

'Andrea L Grossman' **Ex. 5 - Deliberative Process** Andrea L Grossman **Ex. 6 - Personal Privacy**

Cc: Hart, Debbi <Hart.Debbi@epa.gov>; Parker, Gary <parker.gary@epa.gov>; Schulman, Marvin <Schulman.Marvin@epa.gov>; McNeal, Detha <McNeal.Detha@epa.gov>; Kuhns, Jason <Kuhns.Jason@epa.gov>

Subject: Update for EPA's VERA/VSIP business case and targeted positions Email 1 of 2

OPM and OMB,

EPA's Region 9's office had to revise their information to remove one position. The documents attached should replace documents #4 and #6 that were sent on 6/16/17.

Thanks.

Loretta L. Hunt
Branch Chief
Policy and Accountability Branch
Policy, Planning and Training Division
Office of Human Resources
U.S. EPA
Phone: (202) 564-6963
Email: hunt.loretta@epa.gov

Message

From: McManus, Catharine [mcmanus.catharine@epa.gov]
Sent: 5/31/2017 7:25:58 PM
To: Hart, Debbi [Hart.Debbi@epa.gov]
CC: Esher, Diana [Esher.Diana@epa.gov]; Krakowiak, John [Krakowiak.John@epa.gov]; Hunt, Loretta [Hunt.Loretta@epa.gov]; Burrows, Eileen [BURROWS.EILEEN@EPA.GOV]
Subject: FW: EPA Workforce Reshaping Information
Attachments: R3 Targeted Positions Template - revised 5.31.17.xlsx; R3 Business Case-update 5.31.17.docx

Debbi-

Given guidance that we received today, we would like to update our business case and targeted positions to remove SES from the VERA/VSIP list. There is no change to the VERA/VSIP Themes spreadsheet. I have attached the updated files.

Kate

From: McManus, Catharine
Sent: Wednesday, May 24, 2017 4:51 PM
To: Hart, Debbi <Hart.Debbi@epa.gov>
Cc: Esher, Diana <Esher.Diana@epa.gov>; Krakowiak, John <Krakowiak.John@epa.gov>
Subject: RE: EPA Workforce Reshaping Information

Debbi-

Attached is Region III's submission. We have not included organizational charts because we are not proposing to reorganize. I have included an updated Themes spreadsheet which reflects a change requested by Senior leadership. Please let me know if you have any questions or need further information. Thanks. Kate

From: Hart, Debbi
Sent: Tuesday, May 23, 2017 4:45 PM
To: OHR PMOs <OHR_PMOs@epa.gov>; RHRO <RHRO@epa.gov>
Cc: Hitchens, Lynnann <hitchens.lynnann@epa.gov>; Carpenter, Wesley <Carpenter.Wesley@epa.gov>; Gray, Linda <gray.linda@epa.gov>; Hunt, Loretta <Hunt.Loretta@epa.gov>; Parker, Gary <parker.gary@epa.gov>; Showman, John <Showman.John@epa.gov>; Vizian, Donna <Vizian.Donna@epa.gov>
Subject: FW: EPA Workforce Reshaping Information
Importance: High

All-

Just a reminder of what we are looking for in your VERA/VSIP submission.

Your office submittals will be compiled into one, agency-level VERA/VSIP proposal that will ultimately be submitted to OPM and OMB for review and approval. Your program or regional office must provide the following documentation to Debbi Hart, director, Policy, Planning and Training Divisions, **no later than May 24, 2017.**

1. **Two-page summary of your business case** (following the detailed instructions in the VERA/VSIP Business Case Checklist attached- do your best to keep the business case brief)
2. **Completed Targeted Positions Template for your office** (Excel file attached; remember that if you are identifying safe positions they should be noted with an asterisk (*) in the targeted positions template; please see the attached FAQs for more details on safe positions)
3. **Current and proposed post VERA/VSIP organization chart for your office** (use PowerPoint; org charts should go down to the appropriate level to illustrate the organization's current and proposed organization)

Should you have questions, please contact Debbi Hart or Loretta Hunt- we love hearing from you.

List of Attachments

1. V-V Business Case Checklist – Follow checklist to complete your two-page business case.
2. Targeted Positions Template – Pre-populated with your office's V/V eligibility numbers; complete for your office Targeted Positions (columns F-S).
3. V-V FAQs (defines "safe positions" and provides other helpful information)

Debbi Hart
Director
Policy, Planning & Training Division
OHR, OARM
USEPA
202.564.2011
hart.debbi@epa.gov

From: Vizian, Donna
Sent: Monday, April 17, 2017 5:01 PM
To: 2017HQfirstassistants <2017HQfirstassistants@epa.gov>; 2017Regionfirstassistants <2017Regionfirstassistants@epa.gov>
Cc: DAA-Career <DAACareer@epa.gov>; DRA <DRA@epa.gov>; ARA <ARA@epa.gov>; Gray, Linda <gray.linda@epa.gov>; Hart, Debbi <Hart.Debbi@epa.gov>
Subject: EPA Workforce Reshaping Information
Importance: High

Hi Everyone,

Following up on Mike's message, attached is the material to guide you through your workforce reshaping submission which should focus on your current organizational structure and achieving efficiencies. As we agreed, the first step will be for each NPM to work with the lead region to draft a proposal for their programs where appropriate. The submission should be no more than one page and sent to Debbi Hart with a copy to me by May 5th. OARM will compile this information and schedule a meeting for us to discuss. This does not prohibit a reshaping that is specific to your office.

The attached VERA/VSIP materials is intended to guide your submission of a brief, office-specific business case and a spreadsheet of your targeted positions. Remember that this time around we are looking to compiling all office-specific information into one agency-level business case. Specifically you must review the **VERA/VSIP Checklist** and follow the instructions there to complete your office's 2-page business case. You must also populate the **Targeted Positions Template** Excel file for your office (this spreadsheet is pre-populated with VERA/VSIP eligibility data for your office). The other attached files provide you with VERA/VSIP background information and guidance as you prepare your submittals (see listing and explanation below).

Your office submittals will be compiled into one, agency-level VERA/VSIP proposal that will ultimately be submitted to OPM and OMB for review and approval. Your program or regional office must provide the following documentation to Debbi Hart, director, Policy, Planning and Training Divisions, **no later than May 24, 2017**.

1. Two-page summary of your business case (following the detailed instructions in the VERA/VSIP Business Case Checklist attached)
2. Completed Targeted Positions Template for your office (Excel file attached)
3. Current and proposed post VERA/VSIP organization chart for your office

Should you have questions, please contact me at (202) 564-4600 or Linda Gray, director, Office of Human Resources, at (202) 564-4606. Please have your staff contact Debbi Hart or Loretta Hunt.

Best,
Donna

List of Attachments

1. V-V Business Case Checklist – Follow checklist to complete your two-page business case.
2. Targeted Positions Template – Pre-populated with your office's V/V eligibility numbers; complete for your office Targeted Positions (columns F-S).
3. VERA/VSIP Overview PowerPoint – review for a quick refresh on V/V authorities and a description of this year's submittal process.
4. Guiding Questions – suggestions for workforce reshaping drivers, skill set needs and other items to consider as you develop your business case.
5. Example Theme and Justifications – an example theme focused on reducing the number of nonsupervisory, high-graded (i.e., GS 13, 14 and 15) positions and a listing of past V/V justifications.
6. VERA and VSIP Guides from OPM – provide additional details on the two authorities.

Message

From: Vizian, Donna [Vizian.Donna@epa.gov]
Sent: 6/23/2017 8:14:44 PM
To: Hart, Debbi [Hart.Debbi@epa.gov]
CC: Coomber, Robert [coomber.robert@epa.gov]; Hunt, Loretta [Hunt.Loretta@epa.gov]
Subject: RE: Question on VSIP

I just left Carol a message

From: Hart, Debbi
Sent: Friday, June 23, 2017 4:10 PM
To: Vizian, Donna <Vizian.Donna@epa.gov>
Cc: Coomber, Robert <coomber.robert@epa.gov>; Hunt, Loretta <Hunt.Loretta@epa.gov>
Subject: FW: Question on VSIP

More—I thought Carol did the divvying up of funds?

From: Sanders, Amy
Sent: Friday, June 23, 2017 3:19 PM
To: Coomber, Robert <coomber.robert@epa.gov>; Hart, Debbi <Hart.Debbi@epa.gov>
Subject: RE: Question on VSIP

Bob—is the paragraph from the MOU below covering this topic? It seems the closest or is there something I'm missing?

Debbi—I also wonder what calculations (if any) have been made about how much of each region's offers will be covered by the 12 million? If the plan is for regions to determine how much of the remainder they can pick up, I'm assuming we need to know that.

Employees applying for the VERA/VSIP may request information about their retirement and benefits, including whether or not they will be receiving the \$25,000 incentive pay, a lesser incentive pay or no incentive pay. The Agency will provide a timely response to such requests and provide this information to employees to permit them time for the employee to withdraw their application for the VERA/VSIP. Individual retirement counseling and information will be made available to employees, both at Headquarters and in applicable regions, during the application period.

Thanks,

Amy Sanders
Acting, Assistant Regional Administrator
U.S. EPA, Region 5
Resources Management Division
77 W Jackson Blvd
Chicago, IL 60604
Email: sanders.amy@epa.gov
Office: (312) 353-9196
Office Fax: (312) 353-1517

From: Coomber, Robert
Sent: Friday, June 23, 2017 1:41 PM

To: Sanders, Amy <Sanders.Amy@epa.gov>; Corbett, Krysti <Corbett.Krysti@epa.gov>; Hart, Debbi <Hart.Debbi@epa.gov>

Subject: RE: Question on VSIP

We have an order by which we would choose employees, or the office could pick up the cost. Debbi, please jump in if I'm mistaken.

Best,

Bob

Robert D. Coomber
Senior Labor Attorney
Labor and Employee Relations Division
Desk Phone: (202) 564-0955
Cell Phone: (202) 236-4965
coomber.robert@epa.gov

From: Sanders, Amy

Sent: Friday, June 23, 2017 2:35 PM

To: Corbett, Krysti <Corbett.Krysti@epa.gov>; Coomber, Robert <coomber.robert@epa.gov>; Hart, Debbi <Hart.Debbi@epa.gov>

Subject: FW: Question on VSIP

Any chance, if all the staff eligible took us up on the VSIP offer, that we wouldn't be able to provide VSIPs to the max number of offers? If so, what's the plan for dealing with that?

Thanks,

Amy Sanders
Acting, Assistant Regional Administrator
U.S. EPA, Region 5
Resources Management Division
77 W Jackson Blvd
Chicago, IL 60604
Email: sanders.amy@epa.gov
Office: (312) 353-9196
Office Fax: (312) 353-1517

From: Mikulka, Michael

Sent: Friday, June 23, 2017 1:07 PM

To: Sanders, Amy <Sanders.Amy@epa.gov>; Breneman, Sara <breneman.sara@epa.gov>

Cc: Larry, Danita <larry.danita@epa.gov>; Fusinski, Keith <fusinski.keith@epa.gov>; Cantello, Nicole <cantello.nicole@epa.gov>; Mangino, Mario <mangino.mario@epa.gov>; Simon, Verneta <simon.verneta@epa.gov>;

Crisp, Ethel <crisp.ethel@epa.gov>

Subject: Question on VSIP

Management seems to be implying that all the offers come with a lump-sum VSIP payment. We are assuming the money comes from the \$12M set-aside in the FY 2017 budget.

The math just doesn't add up. It would appear some of those folks are not going to be offered any of that \$12M, or the \$25m k would have to be reduced since the \$12 M has been expended. Please clarify. At \$25k per buy-out, only 480 buy-outs can be made and the \$12 M is gone. Or, is another pot of money being used?

For instance, $79 \times \$25K \text{ each} = \$1.975M$ for R5 alone.

R6 has reportedly been told they have 147 offers. $147 \times \$25K = \$3.675M$

That's \$5.65M (47%) of the \$12M. Not counting annual leave.

Now obviously that can't be right. Is Management is trying to avoid acknowledging that some offers will not have any VSIP lump-sum payment associated with them (i.e. offers that are pure VERA-only)? Or, once it is known how many there are, the buy-out is less than \$25K?

For transparency sake, our folks need to be given an explanation as to how that determination is or is going to be made.

Thank you.

Mike Mikulka, President
AFGE Local 704
312-886-6760

Message

From: Vizian, Donna [Vizian.Donna@epa.gov]
Sent: 7/7/2017 3:19:34 PM
To: Hart, Debbi [Hart.Debbi@epa.gov]
Subject: Re: EPA Final VERA/VSIP Request--email 3 of 3

Did you get OMB OK?

On Jul 7, 2017, at 8:56 AM, Hart, Debbi <Hart.Debbi@epa.gov> wrote:

EPA's final targeted positions chart. I will contact you to ensure receipt of all three pieces. Debbi

From: Hart, Debbi
Sent: Friday, July 07, 2017 8:54 AM
To: 'Snowden, Gregory A' <Gregory.Snowden@opm.gov>; 'Mahoney, Michael J' <Mike.Mahoney@opm.gov>; 'Coleman, Darrell E' <Darrell.Coleman@opm.gov>; 'Thornton, Cathryn' <Cathryn.Thornton@opm.gov>; 'Butler, Monica' <Monica.Butler@opm.gov>; 'Mulligan, James S. EOP/OMB' <James.Mulligan@epa.gov>; 'Grossman, Andrea L. EOP/OMB' <Andrea.Grossman@epa.gov>
Subject: EPA Final VERA/VSIP Request--email 2 of 3

Ex. 6 - Personal Privacy

Cc: Vizian, Donna <Vizian.Donna@epa.gov>; Showman, John <Showman.John@epa.gov>; Gray, Linda <gray.linda@epa.gov>; Carpenter, Wesley <Carpenter.Wesley@epa.gov>; Parker, Gary <parker.gary@epa.gov>; Loretta Hunt <Hunt.Loretta@epa.gov>

EPA's final business case (attached). DH

From: Hart, Debbi
Sent: Friday, July 07, 2017 8:52 AM
To: Snowden, Gregory A <Gregory.Snowden@opm.gov>; Mahoney, Michael J <Mike.Mahoney@opm.gov>; Coleman, Darrell E <Darrell.Coleman@opm.gov>; Thornton, Cathryn <Cathryn.Thornton@opm.gov>; Butler, Monica <Monica.Butler@opm.gov>; Mulligan, James S. EOP/OMB <James.Mulligan@epa.gov>; Grossman, Andrea L. EOP/OMB <Andrea.Grossman@epa.gov>
Subject: EPA Final VERA/VSIP Request--email 1 of 3
Importance: High

Ex. 5 - Deliberative Process

Cc: Vizian, Donna <Vizian.Donna@epa.gov>; Showman, John <Showman.John@epa.gov>; Gray, Linda <gray.linda@epa.gov>; Carpenter, Wesley <Carpenter.Wesley@epa.gov>; Parker, Gary <parker.gary@epa.gov>; Loretta Hunt <Hunt.Loretta@epa.gov>

Greetings All-

Thank you for your assistance with this effort. As for our informal request, we are submitting our final package in three pieces. Attached is our signed VERA/VSIP template request. This will be followed by our final business case and targeted positions table. Please let us know if there are any questions. Thanks again-- Debbi

Debbi Hart
Director
Policy, Planning & Training Division
OHR, OARM
USEPA

202.564.2011
hart.debbi@epa.gov

<Copy of Targetd positions office submissions 7-6-17.xlsx>

Message

From: Torrez, Alfredo [Torrez.Alfredo@epa.gov]
Sent: 5/31/2017 4:44:19 PM
To: Hart, Debbi [Hart.Debbi@epa.gov]; Hunt, Loretta [Hunt.Loretta@epa.gov]; Parker, Gary [parker.gary@epa.gov]; Kuhns, Jason [Kuhns.Jason@epa.gov]
CC: Best-Wong, Benita [Best-Wong.Benita@epa.gov]; Stevens, Robert [Stevens.Robert@epa.gov]; Erickson, Amber [Erickson.Amber@epa.gov]
Subject: RE: Revised - Office of Water's VERA/VSIP Submission
Attachments: Office of Water VERA and VSIP Justification with Budget Final v2 05-31-17.docx; OW V-V Attachment 1 Final v2 05-31-17.docx; OW Targeted Positions Template Attachment 3 Final v2 05-31-17.xlsx

The Office of Water is submitting a revised VERA/VSIP submission to add GS-09/11/12 to the 0301 series. This change necessitated revisions to the following documents (attached):

- Two-page narrative justification with budget information (budget information or maximum number of VSIPs did not change)

Changes

-
-

Ex. 5 - Deliberative Process

- Attachment 1 – Targeted Positions and Maximum Number of VSIPs (added four to the 0301 target pool; the number of VSIPS per series/group did not change)

Changes

-
-

Ex. 5 - Deliberative Process

- Attachment 3 – Targeted Positions Template (added four to the 0301 target pool; the number of VSIPs per series/group did not change)

Changes

-
-

Ex. 5 - Deliberative Process

Changes were not required to attachments 2 or 4. Please feel free to contact me if you have questions.

Alfredo Torrez, Associate Director and
OW Program Management Official
Management and Operations Staff
Office of Water, Office of the Assistant Administrator
U.S. Environmental Protection Agency
Room 3311C WJC East (4101M)
Phone: (202) 564-6621 Mobile: (202) 573-1956
Fax: (202) 564-0500
Email: torrez.alfredo@epa.gov

Please consider the environment before printing this email.

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From: Torrez, Alfredo

Sent: Thursday, May 25, 2017 4:00 PM

To: Hart, Debbi <Hart.Debbi@epa.gov>

Cc: Mike Shapiro <Shapiro.Mike@epa.gov>; Vizian, Donna <Vizian.Donna@epa.gov>; Best-Wong, Benita <Best-Wong.Benita@epa.gov>; OW Deputy Office Directors <OWDeputyOfficeDirectors@epa.gov>; Robert Stevens <Stevens.Robert@epa.gov>; Tim Fontaine <Fontaine.Tim@epa.gov>

Subject: Office of Water's VERA/VSIP Submission

Debbi,

Attached the Office of Water's VERA/VSIP package. Included in our submission is:

- Two-page narrative justification with budget information
- Attachment 1 – Targeted Positions and Maximum Number of VSIPs
- Attachment 2 – Org Chart Post VERA/VSIP
- Attachment 3 – Targeted Positions Template
- Attachment 4 – Projected Costs and Savings

Please feel free to contact me if you have questions.

Alfredo Torrez, Associate Director and
OW Program Management Official
Management and Operations Staff
Office of Water, Office of the Assistant Administrator
U.S. Environmental Protection Agency
Room 3311C WJC East (4101M)
Phone: (202) 564-6621 Mobile: (202) 573-1956
Fax: (202) 564-0500
Email: torrez.alfredo@epa.gov

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Message

From: Remmers, Janet [Remmers.Janet@epa.gov]
Sent: 7/3/2017 5:51:24 PM
To: Hart, Debbi [Hart.Debbi@epa.gov]
Subject: RE: V/V Budget Tables update information-status

I have talked to OW, OEI and OCFO. they are working on it.
Email from R3 today said they are working on it.

I have not heard anything from R8 and R9. I don't even know if anyone is in today.
It would be great if you could try to reach out to R8 and R9 HRO or PMO.

Thanks

Janet Remmers, Ph.D.
RPROS
Office of Budget/OCFO
Mail code: 2732A
office: 202-564-0548
aws: 301-593-7870

From: Hart, Debbi
Sent: Monday, July 03, 2017 9:52 AM
To: Remmers, Janet <Remmers.Janet@epa.gov>
Subject: Re: V/V Budget Tables update information-status

Got it-thanks for the update! Will let you know if I connect with anyone. Debbi

On Jul 3, 2017, at 9:30 AM, Remmers, Janet <Remmers.Janet@epa.gov> wrote:

I got R4 and R7, so now we are down to:
Still need: OW, OEI, OCFO, R03, R08, R09

Janet Remmers, Ph.D.
RPROS
Office of Budget/OCFO
Mail code: 2732A
office: 202-564-0548
aws: 301-593-7870

From: Hart, Debbi
Sent: Monday, July 03, 2017 9:21 AM
To: Remmers, Janet <Remmers.Janet@epa.gov>
Subject: Re: V/V Budget Tables update information-status

Thanks Janet. I'll try to push on folks (to the extent that any of them are even connected today). Debbi

On Jul 3, 2017, at 7:04 AM, Remmers, Janet <Remmers.Janet@epa.gov> wrote:

Here is the status of the Budget Tables updates:

Still need: OW, OEI, OCFO, R03, R04, R07- needs corrections, R08, R09

Janet Remmers, Ph.D.
RPROS
Office of Budget/OCFO
Mail code: 2732A
office: 202-564-0548
aws: 301-593-7870
: 301-593-7870

From: Remmers, Janet
Sent: Saturday, July 01, 2017 6:32 AM
To: 'Tim Fontaine' <Fontaine.Tim@epa.gov>; Standifer, Juanita <Standifer.Juanita@epa.gov>; Maher, Karen <Maher.Karen@epa.gov>; Soward, Ruth-Alene <Soward.Ruth-Alene@epa.gov>; McCluney, Lance <McCluney.Lance@epa.gov>; Janowiak, Susan <Janowiak.susan@epa.gov>; Eubanks, Kristy <Eubanks.Kristy@epa.gov>; Klinker, Wendy <Klinker.Wendy@epa.gov>; Greenwald, Beth <Greenwald.Beth@epa.gov>; Bielenberg, Ben <Bielenberg.Ben@epa.gov>; Wong, Melissa <wong.melissa@epa.gov>
Subject: FW: V/V Budget Tables update information-status

Status update on the V/V Budget Tables submissions: Still need: OW, OEI, OCFO, OA, R03, R04, R07- needs corrections, R08, R09

I know in some offices this exercise is being done by the HRO or PMO. They would need help from the budget community.
We would greatly appreciate your help in getting these completed by Monday, July 3rd.

I am finding that folks are making this too complicated. It should be fairly simple. Here are some suggestions:

Row A should be the 2017 Opplan payroll (Pre-V/V). it should be the same in FY18 and FY19 columns.

Rows B and C should be \$0 in both FY18 and FY19

Row D: this should be FY17 pay minus pay for the max offer positions . it should be the same in FY18 and FY19 columns.

Row E: Pay for New Hires in FY 18 should be half of the pay in FY19. It is assumed the new hires will come onboard mid-year.

Row G should be the 2017 opplan WCF. it should be the same number in FY18 and FY19 columns.

Row H should be the 2017 WCF minus WCF for max offer positions. it should be the same number in FY18 and FY19 columns.

Row I WCF for New Hires in FY 18 should be half of the pay in FY19. It is assumed the new hires will come onboard mid-year.

Please feel free to call me on 202-564-0548 if you have questions.

Janet Remmers, Ph.D.
RPROS
Office of Budget/OCFO
Mail code: 2732A

office: 202-564-0548
aws: 301-593-7870

From: Shanahan, Katherine
Sent: Friday, June 30, 2017 10:14 AM
To: Pastalove, Barbara <Pastalove.Barbara@epa.gov>; Rubel, Robert <Rubel.Robert@epa.gov>; McManus, Catharine <mcmanus.catharine@epa.gov>; Burrows, Eileen <BURROWS.EILEEN@EPA.GOV>; Schwartz, Barbara <Schwartz.Barbara@epa.gov>; Sanders, Amy <Sanders.Amy@epa.gov>; Breneman, Sara <breneman.sara@epa.gov>; Marlinga, Richard <marlinga.richard@epa.gov>; Rodriguez, Ray <Rodriguez.Ray@epa.gov>; Hill, Troy <Hill.Troy@epa.gov>; Price, Patricia <price.patricia@epa.gov>; Fowler, Joshua <Fowler.Joshua@epa.gov>; Lane, Vicki <Lane.Vicki@epa.gov>; Barber, Anthony <Barber.Anthony@epa.gov>; OCFO-SBO <OCFOSBO@epa.gov>; OCFO-Regional-Comptroller <OCFORegionalComptroller@epa.gov>; OHR PMOs <OHR_PMOs@epa.gov>; Terris, Carol <Terris.Carol@epa.gov>; Remmers, Janet <Remmers.Janet@epa.gov>; Baden, Beth <Baden.Beth@epa.gov>; Klinker, Wendy <Klinker.Wendy@epa.gov>; Ajabi, Laurel <Ajabi.Laurel@epa.gov>
Cc: McDonald, James <McDonald.James@epa.gov>; Kenyon, Michael <Kenyon.Michael@epa.gov>
Subject: V/V Budget Tables update information

Good Morning Everyone

As Janet and Carol promised on yesterday's conference calls, please find attached the V/V Budget Tables update. In addition to the table template, Janet has included some Best Practices and clarified that the calculations should be based on the "Maximum number of offers that would be accepted".

If you were unable to make the call and are unclear as to your next steps, please feel free to call me at 617-918-1619 and I will explain what was discussed during the call. If you have specific finance questions, Janet Remmers at 202-564-0548, is taking the lead for OCFO on the budget portion of the V/V submission.

Please Note: I went through every message that indicated yesterday's meeting invite had been forwarded. I typed in the names individually and while some added to the Address list, most did not. It appears that their names already appeared on either the Budget Officer Mail list or the Comptroller Mail list. Thus, if you do not see their individual name above, rest assured they were not missed!

Thank you

Kathie Shanahan
Human Resource Officer
EPA New England Region 1
617-918-1619

Message

From: Hart, Debbi [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=62AFB40F2BF1484D933F2CE207EB20E7-HART, DEBRA]
Sent: 6/8/2017 8:32:25 PM
To: Parker, Gary [parker.gary@epa.gov]; Kuhns, Jason [Kuhns.Jason@epa.gov]
CC: Hunt, Loretta [Hunt.Loretta@epa.gov]
Subject: RE: How to organize the V/V information

K—just spoke with OPM (Holden, Mahoney and Snowden) and described our submission. When I mentioned we would be using our targeted positions template they asked if was broken out by office. When I told them yes they said that would be fine.

From: Parker, Gary
Sent: Thursday, June 08, 2017 4:10 PM
To: Hart, Debbi <Hart.Debbi@epa.gov>; Kuhns, Jason <Kuhns.Jason@epa.gov>
Cc: Hunt, Loretta <Hunt.Loretta@epa.gov>
Subject: RE: How to organize the V/V information

It would be best to use our template.

Mr. Gary Parker
Branch Chief, Workforce Planning
USEPA/OARM/OHR
(O) 202-564-7421
(M) 202-253-7099

From: Hart, Debbi
Sent: Thursday, June 08, 2017 1:19 PM
To: Parker, Gary <parker.gary@epa.gov>; Kuhns, Jason <Kuhns.Jason@epa.gov>
Cc: Hunt, Loretta <Hunt.Loretta@epa.gov>
Subject: FW: How to organize the V/V information
Importance: High

As discussed. Please see VSIP template-- in particular item 8. Would it be best to submit our targeted positions template or use their version?

Debbi Hart
Director
Policy, Planning & Training Division
OHR, OARM
USEPA
202.564.2011
hart.debbi@epa.gov

From: Hart, Debbi
Sent: Wednesday, June 07, 2017 12:59 PM
To: Vizian, Donna <Vizian.Donna@epa.gov>; Showman, John <Showman.John@epa.gov>
Subject: FW: How to organize the V/V information
Importance: High

Per discussion, please look at the Word file attached which contains a table of contents showing how we would structure our agency business case. If we organize by office instead of by themes we will avoid some redundancy and it will likely make offices feel better that all of their info is in one place rather than parsed out by theme. We can capture themes in our overview. What do you think? We are ready to populate with the final submissions we have (several offices are STILL finalizing). Debbi

Debbi Hart
Director
Policy, Planning & Training Division
OHR, OARM
USEPA
202.564.2011
hart.debbi@epa.gov

From: Hunt, Loretta
Sent: Tuesday, June 06, 2017 6:41 PM
To: Hart, Debbi <Hart.Debbi@epa.gov>
Subject: FW: How to organize the V/V information

REMINDER

Loretta L. Hunt
Branch Chief
Policy and Accountability Branch
Policy, Planning and Training Division
Office of Human Resources
U.S. EPA
Phone: (202) 564-6963
Email: hunt.loretta@epa.gov

From: Hunt, Loretta
Sent: Monday, June 05, 2017 6:55 PM
To: Hart, Debbi <Hart.Debbi@epa.gov>
Subject: How to organize the V/V information
Importance: High

Debbi,

I think we should complete OPM's VERA and VSIP forms and then attach:

1. Regional/Program Business Cases/Budget Info (one document)
2. Targeted Position Spreadsheet
3. Org Charts (one file?)

I'm afraid if we try to put the cases together by theme it will take too long and be confusing. We can address the themes and the agency's desire to reduce/consolidate/restructure positions to realize efficiency in the OPM forms.

Let me know what you think.

OPM forms and draft business case document attached.

Loretta L. Hunt
Branch Chief
Policy and Accountability Branch
Policy, Planning and Training Division
Office of Human Resources
U.S. EPA
Phone: (202) 564-6963
Email: hunt.loretta@epa.gov

Message

From: Hart, Debbi [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=62AFB40F2BF1484D933F2CE207EB20E7-HART, DEBRA]
Sent: 6/27/2017 1:30:27 PM
To: Bonner, Jerome [Bonner.Jerome@epa.gov]
CC: Mairose, Sue [Mairose.Sue@epa.gov]
Subject: RE: VERA/VSIP Overview Training

Sounds great- thanks. Good to see you! Debbi

From: Bonner, Jerome
Sent: Friday, June 23, 2017 10:49 AM
To: Hart, Debbi <Hart.Debbi@epa.gov>
Cc: Mairose, Sue <Mairose.Sue@epa.gov>
Subject: Re: VERA/VSIP Overview Training

Hi Debbi

We may have some Region or AAship specific V/V training sessions, but the communication will be developed by the AAship or Region. We can send you all that we receive.

Thanks
JB
Sent from my iPhone

On Jun 23, 2017, at 09:50, Hart, Debbi <Hart.Debbi@epa.gov> wrote:

<image001.gif>

Hello Jerome—good to see you yesterday. Is below part of your communication strategy? Will there be more (and if so can you please copy me when you send out)? Thanks in advance. Debbi

Debbi Hart
Director
Policy, Planning & Training Division
OHR, OARM
USEPA
202.564.2011
hart.debbi@epa.gov

From: Jablonski, Janice
Sent: Friday, June 23, 2017 8:01 AM
To: OARM-ALL <OARMALL@epa.gov>
Subject: FW: VERA/VSIP Overview Training

Please see the information below and attached regarding information sessions on VERA/VSIP. I hope everyone will be able to attend one of these sessions.

Jan Jablonski, Director
Administrative Operations and Stewardship Division

Office of Resources, Operations and Management
Office of Administration and Resources Management
3102A
Room 3353A WJCN
(202) 564-9922
Ex. 6 - Personal Privacy (cell)

From: Bonner, Jerome

Sent: Friday, June 23, 2017 7:57 AM

To: Milton, Laura <Milton.Laura@epa.gov>; Smith, Susan <Smith.Susan@epa.gov>; Jablonski, Janice <jablonski.janice@epa.gov>; Fowler, Joshua <Fowler.Joshua@epa.gov>; Price, Patricia <price.patricia@epa.gov>; Hill, Troy <Hill.Troy@epa.gov>; Breneman, Sara <breneman.sara@epa.gov>

Cc: Badalamente, Mark <Badalamente.Mark@epa.gov>; Hitchens, Lynnann <hitchens.lynnann@epa.gov>; Buhl, Rick <Buhl.Rick@epa.gov>; Sanders, Amy <Sanders.Amy@epa.gov>; Brincks, Mike <brincks.mike@epa.gov>; McDonald, James <McDonald.James@epa.gov>; Simon, Nigel <Simon.Nigel@epa.gov>; Carter, Rick <Carter.Rick@epa.gov>; Scola, Jennifer <Scola.Jennifer@epa.gov>; Mairose, Sue <Mairose.Sue@epa.gov>; Thomas, Cheryl <Thomas.Cheryl@epa.gov>; Young, Debbie <young.debbie@epa.gov>; Mick, David <Mick.David@epa.gov>

Subject: VERA/VSIP Overview Training

Dear Colleagues,

Our SSCs in Cincinnati, Research Triangle Park and Las Vegas are providing a variety of training opportunities during this timeline of pending FY 2017 VERA/VSIP to provide information on the retirement process. First, we are providing the link below to a 508 compliant VERA/VSIP training now posted and available: [http://\[redacted\]](http://[redacted]) Ex. 6 - Personal Privacy

Each SSC will be conducting four weekly webinars on the VERA/VSIP retirement process beginning next week. The sessions will be facilitated by Employee Benefits staff and vary by SSC due to time zone and scheduling differences so that we can all accommodate our respective customers effectively.

Please see attached Flyer for Cincinnati V/V Training.

Teleconference Information:

- Conference Call: [redacted] Ex. 6 - Personal Privacy
- Access Code: [redacted] Ex. 6 - Personal Privacy

Adobe Connect Information:

URL is: [http://\[redacted\]](http://[redacted]) Ex. 6 - Personal Privacy

- **Please sign in as:** [redacted] Ex. 6 - Personal Privacy

If the webinar will be viewed in a group setting, please have your HR liaison contact Benefits Branch Chief, Sue Mairose via email at mairose.sue@epa.gov

after each session to advise of the number of employees who attended the webinar.

For questions or information regarding the webinars, please contact Sue Mairose at 513-569-7951 or via email.

Thank you,

Jerome W. Bonner
Environmental Protection Agency
Office of Administration and Resources Management - Cincinnati
Director, Human Resources
Cincinnati Human Resources Shared Service Center
Tel: 513.569.7950
Mobile: Ex. 6 - Personal Privacy

CONFIDENTIALITY: This communication may contain privileged or other confidential information. If you are not the intended addressee, or believe you have received this communication in error, you may neither copy, disseminate, nor distribute it to anyone else or use it in any unauthorized manner; to do so is strictly prohibited and may be unlawful. If you receive this email by mistake, please advise the sender immediately by using the reply facility in your mail software and delete it from your computer. "Information in this message may be subject to the Privacy Act (5 USC 552a) and should be treated accordingly."

<VV Webinar Flyer 2017.docx>

Message

From: Mairose, Sue [Mairose.Sue@epa.gov]
Sent: 6/8/2017 8:31:18 PM
To: Hart, Debbi [Hart.Debbi@epa.gov]
Subject: RE: VERA/VSIP FAQs

Hi Debbi,

You are not driving me crazy at all. I appreciate you sharing the FAQ sheet with me. I also have a copy of this exact FAQ from our VERA stuff from 2014.

I hesitate to share anything with our customers at this time until it goes on the agency VERA site because everyone is looking for information any information that they can find (as you can imagine and understand). My concern is that if I share something with a customer

Ex. 5 - Deliberative Process

Ex. 5 - Deliberative Process

I hope that makes sense.

I also find it strange that

Ex. 5 - Deliberative Process

Ex. 5 - Deliberative Process

I have included it below here in the event that you (HQ) feels that it should be removed since it's still "floating" out there or if this is the FAQ that you intend to put on the OHR VERA site.

<http://intranet.epa.gov/policy/buyouts/pdfs/vera-vsip-faqs.pdf>

I would be more than happy to review anything that you have for review and I will be glad to share anything additional if I come across something in my 2014 archives that may be beneficial. I believe that Liz already shared some of the templates from 2014 that she had.

Thanks Debbi.

Sue

Sue Mairose
Branch Chief, Employee Benefits
Environmental Protection Agency
Cincinnati HR Shared Service Center
26 W. Martin Luther King Dr.
Benefits Branch MS N-136
Cincinnati, OH 45268
513-569-7951
(Fax) 513-487-2567

Benefits Common Line (513) 569-7699

Benefits mailbox: CIN_HRSSC_Benefits_Central@epa.gov

From: Hart, Debbi
Sent: Thursday, June 08, 2017 2:06 PM
To: Mairose, Sue <Mairose.Sue@epa.gov>
Subject: FW: VERA/VSIP FAQs

Not trying to drive you crazy but here's a version of FAQs from Liz—it may be the same version you're working from but I'm not sure. (I'm mining V/V materials looking for specific communications and may throw more your way if I find it.) Hang in! LOL

From: Engebretson, Lizabeth
Sent: Wednesday, May 10, 2017 11:27 AM
To: Hart, Debbi <Hart.Debbi@epa.gov>
Subject: FW: VERA/VSIP FAQs

Debbi,
I heard your message ... I am searching archive and will forward V/V related items to be of support. Here's an FAQ that was shared. I am looking for the substantive PD change guidance as well.

Regards,
Liz

From: Johnson, Sheron
Sent: Thursday, January 02, 2014 7:21 AM
To: Engebretson, Lizabeth J. <Engebretson.Lizabeth@epa.gov>; Jimenez, Elaine <Jimenez.Elaine@epa.gov>
Subject: FW: VERA/VSIP FAQs

Sheron E. Johnson

Director, Human Resources Management Division-Las Vegas, OARM-CI
Environmental Protection Agency
4220 S. Maryland Parkway, Bldg A, Suite 100
Las Vegas, NV 89119-7528
(702) 798-2413 (w)
(702) 798-2416 (f)

The information transmitted is intended only for the person or entity to which it is addressed and may contain confidential and/or privileged material. Any review, re-transmission, dissemination or other use of, or taking of any action in reliance upon, this information by persons or entities other than the intended recipient is prohibited. If you receive this in error, please contact the sender and delete the material from any computer.

From: Helm, Arron
Sent: Thursday, January 02, 2014 5:15 AM
To: Roberts, Suzanne; Ciccarello, Nancy; Johnson, Sheron
Cc: Davis, Cathy
Subject: VERA/VSIP FAQs

Attached are updated FAQs. We would like to forward these to be posted on the OHR Website – I spoke with Debi Hart and she pulled the outdated information off of the OHR Early Out/Buy Out site and we can use that as a central place to post what we think we should relative to VERA/VSIP/Retirement.

These are updated from the last one we did for the Administrator's Office. Please let me know if you are comfortable with these or if you have any suggestions/edits etc.

Thanks.

Arron E. Helm
Deputy Director
Human Resources Management Division
Office of Administration and Resources Management-RTP
(919) 541-4252

OARM RTP

SERVE. SOLVE. COLLABORATE.



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Message

From: Helm, Arron [Helm.Arron@epa.gov]
Sent: 7/14/2017 4:55:50 PM
To: Hunt, Loretta [Hunt.Loretta@epa.gov]
CC: Hart, Debbi [Hart.Debbi@epa.gov]
Subject: Re: VERA VSIP Applications Received

Closest buys next happy hour round!

Sent from my iPhone

On Jul 14, 2017, at 12:15 PM, Hunt, Loretta <Hunt.Loretta@epa.gov> wrote:

Do we win a prize if our guess is close?

From: Helm, Arron
Sent: Friday, July 14, 2017 10:19:07 AM
To: Hart, Debbi
Cc: Hunt, Loretta
Subject: Re: VERA VSIP Applications Received

635 applicants is my guess.

Sent from my iPhone

On Jul 14, 2017, at 9:43 AM, Hart, Debbi <Hart.Debbi@epa.gov> wrote:

Thanks—not bad for day 1 I guess. What is your estimate for what our total will be? I'm doing an informal poll!

From: Helm, Arron
Sent: Thursday, July 13, 2017 7:49 PM
To: Hunt, Loretta <Hunt.Loretta@epa.gov>; Hart, Debbi <Hart.Debbi@epa.gov>
Subject: Fwd: VERA VSIP Applications Received

FYI. Today's count.

Sent from my iPhone

Begin forwarded message:

From: "Helm, Arron" <Helm.Arron@epa.gov>
Date: July 13, 2017 at 4:16:42 PM EDT
To: "Vizian, Donna" <Vizian.Donna@epa.gov>, "Showman, John" <Showman.John@epa.gov>, "Carter, Rick" <Carter.Rick@epa.gov>
Subject: Fwd: VERA VSIP Applications Received

See below.

Sent from my iPhone

Begin forwarded message:

From: "Martinson, Alice" <Martinson.Alice@epa.gov>
Date: July 13, 2017 at 4:04:38 PM EDT
To: "Helm, Arron" <Helm.Arron@epa.gov>, "Collins, BJ" <Collins.BJ@epa.gov>, "Carter, Rick" <Carter.Rick@epa.gov>, "Atkinson, Ryan" <Atkinson.Ryan@epa.gov>, "Taylor, Jeremy" <Taylor.Jeremy@epa.gov>, "Bonner, Jerome" <Bonner.Jerome@epa.gov>, "Engebretson, Lizabeth" <Engebretson.Lizabeth@epa.gov>
Cc: "Mairose, Sue" <Mairose.Sue@epa.gov>, "Davis, Cathy" <Davis.Cathy@epa.gov>, "Jimenez, Elaine" <Jimenez.Elaine@epa.gov>
Subject: VERA VSIP Applications Received

As of 4:00 this afternoon, VERA/VSIP applications have been received agency-wide.
Below is the breakdown by Program/Region.

Program or Region	Total	
AO	<div>Ex. 5 - Deliberative Process</div>	
OAR		
OARM		
OCFO		
OCSP		
OECA		
OEI		
OGC		
OITA		
ORD		
OW		
Region 1		
Region 10		
Region 2		
Region 3		
Region 4		
Region 5		
Region 6		
Region 7		
Region 8		
Region 9		
Total:		
<div>Ex. 5 - Deliberative Process</div>		

For comparison, here's what we received in the first few days of the past 2 VERA/VSIP windows:

Application Period	Day 1	Day 2	Day 3	
--------------------	-------	-------	-------	--

October 2014	33	100	36	
February 2014	237	65	27	

~ Alice

Alice Martinson
Acting Section Chief, RTP-SSC
U.S. Environmental Protection Agency
OARM/HRMD-RTP (MD-C639-02)
Research Triangle Park, NC 27711
voice: 919-541-5420
fax: 919-541-1360

<image001.jpg>

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To: Parker, Gary[parker.gary@epa.gov]; Loretta Hunt[Hunt.Loretta@epa.gov]; Kuhns, Jason[kuhns.jason@epa.gov]; Willig, Jeanine[willig.jeanine@epa.gov]
From: Hart, Debbi
Sent: Fri 5/26/2017 3:25:06 PM
Subject: FW: EPA Workforce Reshaping Information
OARM business case 5 26 17 submitted.docx
OARM Targeted Position Template submission .xlsx

So this is actually 21 as OGC asa probably never intending to prepare a business case. Only waiting for OCFO now. Please cross-check numbers and update theme and delta chart as needed. Thanks!

From: Hitchens, Lynnann
Sent: Friday, May 26, 2017 10:49 AM
To: Hart, Debbi <Hart.Debbi@epa.gov>
Cc: Vizian, Donna <Vizian.Donna@epa.gov>; Showman, John <Showman.John@epa.gov>; Lemley, Lauren <Lemley.Lauren@epa.gov>
Subject: EPA Workforce Reshaping Information
Importance: High

Debbi –OARM’s Targeted Position Template and Business Case are attached. Thanks,

Lynnann

Lynnann Hitchens

Acting Director, Office of Resources, Operations and Management

Office of Administration and Resources Management

P: 202-564-3184

M: 202-617-0738

From: Vizian, Donna
Sent: Monday, April 17, 2017 5:26 PM
To: Hitchens, Lynnann <hitchens.lynnann@epa.gov>
Cc: Showman, John <Showman.John@epa.gov>

Subject: FW: EPA Workforce Reshaping Information
Importance: High

Wanted you to know that I shared this with the ARAs. Let's talk about what you should communicate to them tomorrow. We also need a lead for our package. Should that be Dan? Jan? you?

From: Vizian, Donna
Sent: Monday, April 17, 2017 5:01 PM
To: 2017HQfirstassistants <2017HQfirstassistants@epa.gov>; 2017Regionfirstassistants <2017Regionfirstassistants@epa.gov>
Cc: DAA-Career <DAACareer@epa.gov>; DRA <DRA@epa.gov>; Brincks, Mike <brincks.mike@epa.gov>; Buhl, Rick <Buhl.Rick@epa.gov>; Carter, Rick <Carter.Rick@epa.gov>; Esher, Diana <Esher.Diana@epa.gov>; Graves, Kimberly <graves.kimberly@epa.gov>; Harmon, Russell <Harmon.Russell@epa.gov>; Helm, Arron <Helm.Arron@epa.gov>; Kenyon, Michael <Kenyon.Michael@epa.gov>; Lapierre, Kenneth <lapierre.kenneth@epa.gov>; Lindsay, Nancy <Lindsay.Nancy@epa.gov>; Manna, Richard <Manna.Richard@epa.gov>; McDonald, James <McDonald.James@epa.gov>; McIlwain, Serena <McIlwain.Serena@epa.gov>; Newton, Cheryl <Newton.Cheryl@epa.gov>; Sanders, Amy <Sanders.Amy@epa.gov>; Tellis, Vickie <Tellis.Vickie@epa.gov>; Westenberger, Andrea <Westenberger.Andrea@epa.gov>; Gray, Linda <gray.linda@epa.gov>; Hart, Debbi <Hart.Debbi@epa.gov>
Subject: EPA Workforce Reshaping Information
Importance: High

Hi Everyone,

Following up on Mike's message, attached is the material to guide you through your workforce reshaping submission which should focus on your current organizational structure and achieving efficiencies. As we agreed, the first step will be for each NPM to work with the lead region to draft a proposal for their programs where appropriate. The submission should be no more than one page and sent to Debbi Hart with a copy to me by May 5th. OARM will compile this information and schedule a meeting for us to discuss. This does not prohibit a reshaping that is specific to your office.

The attached VERA/VSIP materials is intended to guide your submission of a brief, office-

specific business case and a spreadsheet of your targeted positions. Remember that this time around we are looking to compiling all office-specific information into one agency-level business case. Specifically you must review the **VERA/VSIP Checklist** and follow the instructions there to complete your office's 2-page business case. You must also populate the **Targeted Positions Template** Excel file for your office (this spreadsheet is pre-populated with VERA/VSIP eligibility data for your office). The other attached files provide you with VERA/VSIP background information and guidance as you prepare your submittals (see listing and explanation below).

Your office submittals will be compiled into one, agency-level VERA/VSIP proposal that will ultimately be submitted to OPM and OMB for review and approval. Your program or regional office must provide the following documentation to Debbi Hart, director, Policy, Planning and Training Divisions, **no later than May 24, 2017.**

1. Two-page summary of your business case (following the detailed instructions in the VERA/VSIP Business Case Checklist attached)
2. Completed Targeted Positions Template for your office (Excel file attached)
3. Current and proposed post VERA/VSIP organization chart for your office

Should you have questions, please contact me at (202) 564-4600 or Linda Gray, director, Office of Human Resources, at (202) 564-4606. Please have your staff contact Debbi Hart or Loretta Hunt.

Best,

Donna

List of Attachments

1. V-V Business Case Checklist – Follow checklist to complete your two-page business case.
2. Targeted Positions Template – Pre-populated with your office's V/V eligibility numbers; complete for your office Targeted Positions (columns F-S).

3. VERA/VSIP Overview PowerPoint – review for a quick refresh on V/V authorities and a description of this year’s submittal process.
4. Guiding Questions – suggestions for workforce reshaping drivers, skill set needs and other items to consider as you develop your business case.
5. Example Theme and Justifications – an example theme focused on reducing the number of nonsupervisory, high-graded (i.e., GS 13, 14 and 15) positions and a listing of past V/V justifications.
6. VERA and VSIP Guides from OPM – provide additional details on the two authorities.

-

Message

From: Hart, Debbi [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=62AFB40F2BF1484D933F2CE207EB20E7-HART, DEBRA]
Sent: 5/26/2017 3:23:05 PM
To: Hitchens, Lynnann [hitchens.lynnann@epa.gov]
CC: Vizian, Donna [Vizian.Donna@epa.gov]; Showman, John [Showman.John@epa.gov]; Lemley, Lauren [Lemley.Lauren@epa.gov]
Subject: RE: EPA Workforce Reshaping Information

Got it—thank you!

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Sent: Friday, May 26, 2017 10:49 AM
To: Hart, Debbi <Hart.Debbi@epa.gov>
Cc: Vizian, Donna <Vizian.Donna@epa.gov>; Showman, John <Showman.John@epa.gov>; Lemley, Lauren <Lemley.Lauren@epa.gov>
Subject: EPA Workforce Reshaping Information
Importance: High

Debbi –OARM's Targeted Position Template and Business Case are attached. Thanks,

Lynnann

Lynnann Hitchens
Acting Director, Office of Resources, Operations and Management
Office of Administration and Resources Management
P: 202-564-3184
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<Hart.Debbi@epa.gov>

Subject: EPA Workforce Reshaping Information

Importance: High

Hi Everyone,

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Should you have questions, please contact me at (202) 564-4600 or Linda Gray, director, Office of Human Resources, at (202) 564-4606. Please have your staff contact Debbi Hart or Loretta Hunt.

Best,
Donna

List of Attachments

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6. VERA and VSIP Guides from OPM – provide additional details on the two authorities.

Message

From: Hunt, Loretta [Hunt.Loretta@epa.gov]
Sent: 7/6/2017 8:38:02 PM
To: Coomber, Robert [coomber.robert@epa.gov]
CC: Hart, Debbi [Hart.Debbi@epa.gov]
Subject: Latest targeted position spreadsheet
Attachments: Targetd positions office submissions 7-6-17.xlsx

Bob, per our conversation.

Loretta L. Hunt
Branch Chief
Policy and Accountability Branch
Policy, Planning and Training Division
Office of Human Resources
U.S. EPA
Phone: (202) 564-6963
Email: hunt.loretta@epa.gov

Message

From: Vizian, Donna [Vizian.Donna@epa.gov]
Sent: 7/14/2017 2:49:41 PM
To: Hart, Debbi [Hart.Debbi@epa.gov]
Subject: RE: Any chance

Linda already did something 😊

From: Hart, Debbi
Sent: Friday, July 14, 2017 9:48 AM
To: Vizian, Donna <Vizian.Donna@epa.gov>
Subject: Any chance

We can get some recognition for the VERA/VSIP team (=Loretta, Jason, Gary, Marvin, Detha, Marian) responsible for building business case/templates/communications? Recall the previous V/V team did not get recognized for past rounds. Thanks for considering.

Also, how are you? Thank goodness it's Friday. I am tired.

Message

From: Remmers, Janet [Remmers.Janet@epa.gov]
Sent: 7/3/2017 1:30:41 PM
To: Hart, Debbi [Hart.Debbi@epa.gov]
Subject: RE: V/V Budget Tables update information-status

I got R4 and R7, so now we are down to:
Still need: OW, OEI, OCFO, R03, R08, R09

Janet Remmers, Ph.D.
RPROS
Office of Budget/OCFO
Mail code: 2732A
office: 202-564-0548
aws: 301-593-7870

From: Hart, Debbi
Sent: Monday, July 03, 2017 9:21 AM
To: Remmers, Janet <Remmers.Janet@epa.gov>
Subject: Re: V/V Budget Tables update information-status

Thanks Janet. I'll try to push on folks (to the extent that any of them are even connected today). Debbi

On Jul 3, 2017, at 7:04 AM, Remmers, Janet <Remmers.Janet@epa.gov> wrote:

Here is the status of the Budget Tables updates:
Still need: OW, OEI, OCFO, R03, R04, R07- needs corrections, R08, R09

Janet Remmers, Ph.D.
RPROS
Office of Budget/OCFO
Mail code: 2732A
office: 202-564-0548
aws: 301-593-7870
: 301-593-7870

From: Remmers, Janet
Sent: Saturday, July 01, 2017 6:32 AM
To: 'Tim Fontaine' <Fontaine.Tim@epa.gov>; Standifer, Juanita <Standifer.Juanita@epa.gov>; Maher, Karen <Maher.Karen@epa.gov>; Soward, Ruth-Alene <Soward.Ruth-Alene@epa.gov>; McCluney, Lance <McCluney.Lance@epa.gov>; Janowiak, Susan <Janowiak.susan@epa.gov>; Eubanks, Kristy <Eubanks.Kristy@epa.gov>; Klinker, Wendy <Klinker.Wendy@epa.gov>; Greenwald, Beth <Greenwald.Beth@epa.gov>; Bielenberg, Ben <Bielenberg.Ben@epa.gov>; Wong, Melissa <wong.melissa@epa.gov>
Subject: FW: V/V Budget Tables update information-status

Status update on the V/V Budget Tables submissions: Still need: OW, OEI, OCFO, OA, R03, R04, R07- needs corrections, R08, R09

I know in some offices this exercise is being done by the HRO or PMO. They would need help from the budget community.

We would greatly appreciate your help in getting these completed by Monday, July 3rd.

I am finding that folks are making this too complicated. It should be fairly simple. Here are some suggestions:

Row A should be the 2017 Opplan payroll (Pre-V/V). it should be the same in FY18 and FY19 columns.

Rows B and C should be \$0 in both FY18 and FY19

Row D: this should be FY17 pay minus pay for the max offer positions . it should be the same in FY18 and FY19 columns.

Row E: Pay for New Hires in FY 18 should be half of the pay in FY19. It is assumed the new hires will come onboard mid-year.

Row G should be the 2017 opplan WCF. it should be the same number in FY18 and FY19 columns.

Row H should be the 2017 WCF minus WCF for max offer positions. it should be the same number in FY18 and FY19 columns.

Row I WCF for New Hires in FY 18 should be half of the pay in FY19. It is assumed the new hires will come onboard mid-year.

Please feel free to call me on 202-564-0548 if you have questions.

Janet Remmers, Ph.D.

RPROS

Office of Budget/OCFO

Mail code: 2732A

office: 202-564-0548

aws: 301-593-7870

From: Shanahan, Katherine

Sent: Friday, June 30, 2017 10:14 AM

To: Pastalove, Barbara <Pastalove.Barbara@epa.gov>; Rubel, Robert <Rubel.Robert@epa.gov>; McManus, Catharine <mcmanus.catharine@epa.gov>; Burrows, Eileen <BURROWS.EILEEN@EPA.GOV>; Schwartz, Barbara <Schwartz.Barbara@epa.gov>; Sanders, Amy <Sanders.Amy@epa.gov>; Breneman, Sara <breneman.sara@epa.gov>; Marlinga, Richard <marlinga.richard@epa.gov>; Rodriguez, Ray <Rodriguez.Ray@epa.gov>; Hill, Troy <Hill.Troy@epa.gov>; Price, Patricia <price.patricia@epa.gov>; Fowler, Joshua <Fowler.Joshua@epa.gov>; Lane, Vicki <Lane.Vicki@epa.gov>; Barber, Anthony <Barber.Anthony@epa.gov>; OCFO-SBO <OCFOSBO@epa.gov>; OCFO-Regional-Comptroller <OCFORegionalComptroller@epa.gov>; OHR PMOs <OHR_PMOs@epa.gov>; Terris, Carol <Terris.Carol@epa.gov>; Remmers, Janet <Remmers.Janet@epa.gov>; Baden, Beth <Baden.Beth@epa.gov>; Klinker, Wendy <Klinker.Wendy@epa.gov>; Ajabi, Laurel <Ajabi.Laurel@epa.gov>

Cc: McDonald, James <McDonald.James@epa.gov>; Kenyon, Michael <Kenyon.Michael@epa.gov>

Subject: V/V Budget Tables update information

Good Morning Everyone

As Janet and Carol promised on yesterday's conference calls, please find attached the V/V Budget Tables update. In addition to the table template, Janet has included some Best Practices and clarified that the calculations should be based on the

"Maximum number of offers that would be accepted".

If you were unable to make the call and are unclear as to your next steps, please feel free to call me at 617-918-1619 and I will explain what was discussed during the call. If you have specific finance questions, Janet Remmers at 202-564-0548, is taking the lead for OCFO on the budget portion of the V/V submission.

Please Note: I went through every message that indicated yesterday's meeting invite had been forwarded. I typed in the names individually and while some added to the Address list, most did not. It appears that their names already appeared on either the Budget Officer Mail list or the Comptroller Mail list. Thus, if you do not see their individual name above, rest assured they were not missed!

Thank you

Kathie Shanahan
Human Resource Officer
EPA New England Region 1
617-918-1619

Message

From: Hitchens, Lynnann [hitchens.lynnann@epa.gov]
Sent: 5/26/2017 2:49:20 PM
To: Hart, Debbi [Hart.Debbi@epa.gov]
CC: Vizian, Donna [Vizian.Donna@epa.gov]; Showman, John [Showman.John@epa.gov]; Lemley, Lauren [Lemley.Lauren@epa.gov]
Subject: EPA Workforce Reshaping Information
Attachments: OARM business case 5 26 17 submitted.docx; OARM Targeted Position Template submission .xlsx

Importance: High

Debbi –OARM’s Targeted Position Template and Business Case are attached. Thanks,

Lynnann

Lynnann Hitchens
Acting Director, Office of Resources, Operations and Management
Office of Administration and Resources Management
P: 202-564-3184
M: 202-617-0738

From: Vizian, Donna
Sent: Monday, April 17, 2017 5:26 PM
To: Hitchens, Lynnann <hitchens.lynnann@epa.gov>
Cc: Showman, John <Showman.John@epa.gov>
Subject: FW: EPA Workforce Reshaping Information
Importance: High

Wanted you to know that I shared this with the ARAs. Let’s talk about what you should communicate to them tomorrow. We also need a lead for our package. Should that be Dan? Jan? you?

From: Vizian, Donna
Sent: Monday, April 17, 2017 5:01 PM
To: 2017HQfirstassistants <2017HQfirstassistants@epa.gov>; 2017Regionfirstassistants <2017Regionfirstassistants@epa.gov>
Cc: DAA-Career <DAACareer@epa.gov>; DRA <DRA@epa.gov>; Brincks, Mike <brincks.mike@epa.gov>; Buhl, Rick <Buhl.Rick@epa.gov>; Carter, Rick <Carter.Rick@epa.gov>; Esher, Diana <Esher.Diana@epa.gov>; Graves, Kimberly <graves.kimberly@epa.gov>; Harmon, Russell <Harmon.Russell@epa.gov>; Helm, Arron <Helm.Arron@epa.gov>; Kenyon, Michael <Kenyon.Michael@epa.gov>; Lapierre, Kenneth <lapierre.kenneth@epa.gov>; Lindsay, Nancy <Lindsay.Nancy@epa.gov>; Manna, Richard <Manna.Richard@epa.gov>; McDonald, James <McDonald.James@epa.gov>; McIlwain, Serena <McIlwain.Serena@epa.gov>; Newton, Cheryl <Newton.Cheryl@epa.gov>; Sanders, Amy <Sanders.Amy@epa.gov>; Tellis, Vickie <Tellis.Vickie@epa.gov>; Westenberger, Andrea <Westenberger.Andrea@epa.gov>; Gray, Linda <gray.linda@epa.gov>; Hart, Debbi <Hart.Debbi@epa.gov>
Subject: EPA Workforce Reshaping Information
Importance: High

Hi Everyone,

Following up on Mike’s message, attached is the material to guide you through your workforce reshaping submission which should focus on your current organizational structure and achieving efficiencies. As we agreed, the first step will be for each NPM to work with the lead region to draft a proposal for their programs where appropriate. The submission

should be no more than one page and sent to Debbi Hart with a copy to me by May 5th. OARM will compile this information and schedule a meeting for us to discuss. This does not prohibit a reshaping that is specific to your office.

The attached VERA/VSIP materials is intended to guide your submission of a brief, office-specific business case and a spreadsheet of your targeted positions. Remember that this time around we are looking to compiling all office-specific information into one agency-level business case. Specifically you must review the **VERA/VSIP Checklist** and follow the instructions there to complete your office's 2-page business case. You must also populate the **Targeted Positions Template** Excel file for your office (this spreadsheet is pre-populated with VERA/VSIP eligibility data for your office). The other attached files provide you with VERA/VSIP background information and guidance as you prepare your submittals (see listing and explanation below).

Your office submittals will be compiled into one, agency-level VERA/VSIP proposal that will ultimately be submitted to OPM and OMB for review and approval. Your program or regional office must provide the following documentation to Debbi Hart, director, Policy, Planning and Training Divisions, **no later than May 24, 2017**.

1. Two-page summary of your business case (following the detailed instructions in the VERA/VSIP Business Case Checklist attached)
2. Completed Targeted Positions Template for your office (Excel file attached)
3. Current and proposed post VERA/VSIP organization chart for your office

Should you have questions, please contact me at (202) 564-4600 or Linda Gray, director, Office of Human Resources, at (202) 564-4606. Please have your staff contact Debbi Hart or Loretta Hunt.

Best,
Donna

List of Attachments

1. V-V Business Case Checklist – Follow checklist to complete your two-page business case.
2. Targeted Positions Template – Pre-populated with your office's V/V eligibility numbers; complete for your office Targeted Positions (columns F-S).
3. VERA/VSIP Overview PowerPoint – review for a quick refresh on V/V authorities and a description of this year's submittal process.
4. Guiding Questions – suggestions for workforce reshaping drivers, skill set needs and other items to consider as you develop your business case.
5. Example Theme and Justifications – an example theme focused on reducing the number of nonsupervisory, high-graded (i.e., GS 13, 14 and 15) positions and a listing of past V/V justifications.
6. VERA and VSIP Guides from OPM – provide additional details on the two authorities.

To: Remmers, Janet[Remmers.Janet@epa.gov]
Cc: Terris, Carol[Terris.Carol@epa.gov]; Hunt, Loretta[Hunt.Loretta@epa.gov]
From: Hart, Debbi
Sent: Fri 7/7/2017 7:41:24 PM
Subject: RE: EPA Final VERA/VSIP Request--email 1 of 3

We are double checking a few things with our targeted positions template—all should be going over soon.

Debbi Hart
Director

Policy, Planning & Training Division
OHR, OARM
USEPA
202.564.2011
hart.debbi@epa.gov

From: Remmers, Janet
Sent: Friday, July 07, 2017 3:06 PM
To: Hart, Debbi <Hart.Debbi@epa.gov>
Cc: Terris, Carol <Terris.Carol@epa.gov>; Hunt, Loretta <Hunt.Loretta@epa.gov>
Subject: RE: EPA Final VERA/VSIP Request--email 1 of 3

Debbi

I made the changes to the Budget Tables that OMB asked for. I also indicated in their file of comments where I made the changes

Janet Remmers, Ph.D.

RPROS

Office of Budget/OCFO

Mail code: 2732A

office: 202-564-0548

aws: 301-593-7870

From: Hart, Debbi
Sent: Friday, July 07, 2017 12:39 PM
To: Remmers, Janet <Remmers.Janet@epa.gov>
Cc: Terris, Carol <Terris.Carol@epa.gov>; Hunt, Loretta <Hunt.Loretta@epa.gov>
Subject: FW: EPA Final VERA/VSIP Request--email 1 of 3
Importance: High

Janet—as discussed. Let me know how your conversation goes when you get a minute.
THANKS AGAIN!

Debbi Hart
Director

Policy, Planning & Training Division
OHR, OARM
USEPA
202.564.2011
hart.debbi@epa.gov

From: Hart, Debbi
Sent: Friday, July 07, 2017 9:11 AM
To: Coomber, Robert <coomber.robert@epa.gov>; Corbett, Krysti <Corbett.Krysti@epa.gov>; Engebretson, Lizabeth <Engebretson.Lizabeth@epa.gov>; Bonner, Jerome <Bonner.Jerome@epa.gov>; Taylor, Jeremy <Taylor.Jeremy@epa.gov>; Arron Helm <Helm.Arron@epa.gov>; Peabody, Hitch <Peabody.Hitch@epa.gov>
Cc: Carpenter, Wesley <Carpenter.Wesley@epa.gov>; Gray, Linda <gray.linda@epa.gov>; Loretta Hunt <Hunt.Loretta@epa.gov>; Parker, Gary <parker.gary@epa.gov>
Subject: FW: EPA Final VERA/VSIP Request--email 1 of 3
Importance: High

All—

As submitted in final to OPM/OMB (we had to break it into three pieces so that OPM will receive it.) Arron please note that Loretta made minor tweaks to targeted positions chart so the attached version is slightly different than the one I sent yesterday. I will let you know what I hear from OPM and OMB--fingers crossed for quick final approval! Let me know if there are questions. Thank you! Debbi

From: Hart, Debbi

Sent: Friday, July 07, 2017 8:52 AM

To: Snowden, Gregory A <Gregory.Snowden@opm.gov>; Mahoney, Michael J <Mike.Mahoney@opm.gov>; Coleman, Darrell E <Darrell.Coleman@opm.gov>; Thornton, Cathryn <Cathryn.Thornton@opm.gov>; Butler, Monica <Monica.Butler@opm.gov>; Mulligan, James S. EOP/OMB; **Ex. 6 - Personal Privacy** Grossman, Andrea L. EOP/OMB'

Ex. 6 - Personal Privacy

Cc: Vizian, Donna <Vizian.Donna@epa.gov>; Showman, John <Showman.John@epa.gov>; Gray, Linda <gray.linda@epa.gov>; Carpenter, Wesley <Carpenter.Wesley@epa.gov>; Parker, Gary <parker.gary@epa.gov>; Loretta Hunt <Hunt.Loretta@epa.gov>

Subject: EPA Final VERA/VSIP Request--email 1 of 3

Importance: High

Greetings All-

Thank you for your assistance with this effort. As for our informal request, we are submitting our final package in three pieces. Attached is our signed VERA/VSIP template request. This will be followed by our final business case and targeted positions table. Please let us know if there are any questions. Thanks again-- Debbi

Debbi Hart
Director

Policy, Planning & Training Division
OHR, OARM
USEPA
202.564.2011

hart.debbi@epa.gov

To: Cooper, Marian[Cooper.Marian@epa.gov]; Showman, John[Showman.John@epa.gov]; Vizian, Donna[Vizian.Donna@epa.gov]
Cc: Loretta Hunt[Hunt.Loretta@epa.gov]; Parker, Gary[parker.gary@epa.gov]; Carpenter, Wesley[Carpenter.Wesley@epa.gov]; Gray, Linda[gray.linda@epa.gov]
From: Hart, Debbi
Sent: Thur 6/8/2017 6:28:59 PM
Subject: RE: Voluntary Separation Incentive Payment (VSIP) and Voluntary Early Retirement Authority (VERA) Opportunities - OARM
[Draft Approved VERA-VSIP Announcement 10232014 CIN SSC.docx](#)
[Talking Points - VERA and VSIP Town Hall Meetings2014.docx](#)
[VERA and VSIP Talking Points - Feb14.docx](#)
[RevisedRAandAATPs Dec2013.docx](#)

Ex. 5 - Deliberative Process

All the other attachments are versions of TPs from Round 1 and 2. Thank you Marian!

Ex. 5 - Deliberative Process

Debbi Hart
Director

Policy, Planning & Training Division
OHR, OARM
USEPA
202.564.2011
hart.debbi@epa.gov

From: Cooper, Marian
Sent: Thursday, June 08, 2017 1:26 PM
To: Showman, John <Showman.John@epa.gov>; Vizian, Donna <Vizian.Donna@epa.gov>; Hart, Debbi <Hart.Debbi@epa.gov>

Subject: RE: Voluntary Separation Incentive Payment (VSIP) and Voluntary Early Retirement Authority (VERA) Opportunities - OARM

Ex. 5 - Deliberative Process

Marian Pechmann Cooper

Chief of Staff

Office of Administration and Resources Management

William Jefferson Clinton Federal Building-NORTH (3330)

Washington, DC 20460

office number -- 202 564-0620

office fax -- 202 564-0233



From: Showman, John

Sent: Thursday, June 08, 2017 8:12 AM

To: Vizian, Donna <Vizian.Donna@epa.gov>; Cooper, Marian <Cooper.Marian@epa.gov>; Hart, Debbi <Hart.Debbi@epa.gov>

Subject: FW: Voluntary Separation Incentive Payment (VSIP) and Voluntary Early Retirement Authority (VERA) Opportunities - OARM

This is what I sent to OARM --- might be able to use some of this... continuing to look at my other info ...

From: Showman, John
Sent: Tuesday, October 28, 2014 4:33 PM
To: OARM-ALL <OARMALL@epa.gov>
Subject: Voluntary Separation Incentive Payment (VSIP) and Voluntary Early Retirement Authority (VERA) Opportunities - OARM

I am pleased to announce that the Office of Personnel Management (OPM) has approved our request to offer VSIP (also known as buy-out) and VERA (also known as early-out) opportunities. As our organization implements various workforce planning efforts, we want to take advantage of these and other flexibilities and tools to help ensure that our workforce possesses the mix of skills most appropriate for carrying out our mission.

In accordance with statute and regulations, we identified for OPM the specific grades, occupational series, and geographic locations designated for VERA and VSIP, and we have received approval from OPM for the categories identified in Attachment A. The total number of VSIPs offered will be 107. If the number of applications received exceeds the total number of VSIPs we can offer under one of the categories identified in Attachment A, approvals will be based first on service computation date (SCD) for leave, then on entry on duty (EOD) date - EPA years of service. If the SCD and EOD dates are the same for two eligible employees, then the offer will be granted to the employee who submitted his or her application first. Attachment A also shows the maximum number of applications that will be approved by organization, grade, occupational series, and geographic location, as applicable.

You can find basic eligibility criteria for VSIPs and VERAs in Attachment B. The Cincinnati (CIN) Human Resources Shared Service Center (HR SSC) can provide you with more information about VSIPs and VERAs, as well as benefits and retirements, and can assist you with retirement annuity estimates. Attachment C provides a list of your CIN HR SSC contacts. In addition, you are encouraged to review your electronic Official Personnel File (OPF) prior to submitting an application to ensure that all information is accurate.

If you decide to apply, you should do so early in the application period, which opens on October 28, 2014 and closes at 11:59 p.m. Eastern time on November 18, 2014. Applications will be accepted during this period using the [electronic application form](#). Specific instructions on how and when to apply are in Attachment D. If your application is approved and you decide to proceed with VERA or VSIP, you must depart during the separation window which ends on January 9, 2015. If you decide to withdraw your

application, you must do so by January 8, 2015.

If you do proceed with VERA or VSIP, before leaving the Agency you are required to ensure that records for which you are responsible are identified and stored in a record keeping system or transferred to your supervisor or successor. If you have any questions about your records management responsibilities, please contact your Records Liaison Officer.

The decision to take advantage of a VERA or VSIP is entirely voluntary. This is a very personal decision. No one will be pressured to submit an application, and no one is required to accept an offer. You are urged to carefully consider the information provided and your personal situation prior to making a decision.

We will continue to provide anyone considering this decision with useful information and expert contacts. We plan to use all flexibilities and tools available to help OARM most effectively support both individual employees as well as the agency's strategic mission.

Thank you.

John L. Showman III, OARM SIO and Director

Office of Policy and Resources Management (3102A)

Office of Administration and Resources Management

(202) 564-5341

Attachments

Attachment A

APPROVED EMPLOYEE CATEGORIES FOR VERA AND VSIP

Office	Title/Series	Grade	Number of Positions Targeted	Maximum Number of VERA/VSIPs to be Offered
Office of Administration and Resources Management IO/Office of Policy and Resources Management	0301 Miscellaneous Admin & Program 0341 Administrative Officer	GS-13 GS-12 GS-12		
				Ex. 5 - Deliberative Process

Total
0343 GS-15
Management and Program Analyst
Total
Total (OPRM/IO)

Ex. 5 - Deliberative Process

Office	Title/Series	Grade	Number of Positions Targeted	Maximum Number of VERA/VSIPs to be Offered
Office of Administration (OA)	0018	GS-15		
	Safety &	GS-14		
	Occupational Health Manager	GS-13		

Ex. 5 - Deliberative Process

Total	
0080	GS-15
Security	GS-14
Specialist	GS-13
Total	
0301	GS-15
Miscellaneous	GS-13
Admin & Program	GS-12
Total	
0340	GS-15
Program Manager	
Total	
0341	GS-11
Administrative Officer	
Total	
0342	GS-14
Support Services	GS-13
Specialist	GS-12
Total	
343	GS-15
Management and	GS-14
Program Analyst	GS-13
	GS-12
Total	
0350	GS-04
Copy Equipment Operator	
Total	
0351	GS-05
Printing Clerk	
Total	
0808	GS-14
Architect	
Total	
0830	GS-14
Mechanical Engineer	
Total	
1170	GS-14
Realty Specialist	
Total	
1654	GS-14
Printing Officer	

Ex. 5 - Deliberative Process

Total

Total (OA)

Ex. 5 - Deliberative Process

Office	Title/Series	Grade	Number of Positions Targeted	Maximum Number of VERA/VSIPs to be Offered
Office of Acquisition Management (OAM)	0301	GS-12		
	Miscellaneous			
	Admin &			
	Program	GS-09		
	0306	GS-12		
	FOIA Specialist			
	0318	GS-09		
	Secretary			
	(Office			
	Automation)	GS-07		
	0341	GS-12		
	Administrative			
	Officer	GS-11		
	0343	GS-15		
	Management	GS-14		
	and Program	GS-13		
	Analyst			
Total				
	0511	GS-13		
	Auditor	GS-12		
Total				
	1102	GS-15		
	Procurement	GS-14		
	Analyst	GS-13		
Total				
	1106	GS-07		
	Procurement			
	Technician			
Total				

Ex. 5 - Deliberative Process

Ex. 5 - Deliberative Process

2210

GS-13

Total

Total (OAM)

Ex. 5 - Deliberative Process

Office	Title/Series	Grade	Number of Positions Targeted	Maximum Number of VERA/VSIPs to be Offered
Office of Diversity, Advisory Committee Management and Outreach (ODACMO)	0301 Miscellaneous Admin & Program	GS-11		

Total

0343 Management and Program Analyst	GS-12
--	-------

Ex. 5 - Deliberative Process

Total

Total
(ODACMO)

Ex. 5 - Deliberative Process

Office	Title/Series	Grade	Number of Positions Targeted	Maximum Number of VERA/VSIPs to be Offered
Office of Grants and Debarment (OGD)	0303	GS-08		Ex. 5 - Deliberative Process
	Miscellaneous Clerk and Assistant			
	Total			
	1109	GS-14		
	Grants Management Specialist	GS-13		
		GS-12		
	Total			
	Total (OGD)			

Office	Title/Series	Grade	Number of Positions Targeted	Maximum Number of VERA/VSIPs to be Offered
Office of Human Resources (OHR)	0201	GS-15		Ex. 5 - Deliberative Process
	Human Resources Specialist			
	Total			
	0301	GS-15		
	Miscellaneous Admin & Program			
	Total			
	0303	GS-06		

	0318	GS-06
	Secretary (Office Automation)	
	0326	GS-04
	Office Automation	
	0344	GS-07
	Management and Program Assistant	
	Total	
	0343	GS-15
	Management and Program Analyst	
		GS-14
		GS-13
	Total	
	Total (OHR)	

Ex. 5 - Deliberative Process

Office	Title/Series	Grade	Number of Positions Targeted	Maximum Number of VERA/VSIPs to be Offered
Office of Administration and Resources Management - Cincinnati (OARM-Cin)		GS-14		
	0201			
	Human Resources Specialist			
	Total			
	0318	GS-09		

Ex. 5 - Deliberative Process

Total		
0343	GS-13	
Management and Program Analyst		
	GS-12	
Total		
0801	GS-13	
General Engineer		
	GS-12	
Total		
0830	GS-13	
	Mechanical Engineer	
Total		
1654	GS-13	
Printing Specialist		
Total		
Total (OARM- Cin)		

Ex. 5 - Deliberative Process

Office	Title/Series	Grade	Number of Positions Targeted	Maximum Nu of VERA/VS be Offered
Office of Administration and Resources Management - RTP (OARM-RTP)	0201 Human Resources Specialist	GS-12		
	Total			
	0301 Miscellaneous Admin & Program	GS-14		GS-13
	Total			
	303	GS-04		

Miscellaneous Clerk and Assistant		
Total		
0343	GS-15	
Management and Program Analyst		
	GS-13	
Total		
0801	GS-14	
General Engineer		
	GS-13	
Total		
2010	GS-13	
Inventory Management Specialist		
Total		
2210	GS-13	
IT Specialist		
Total		
Total (OARM-RTP)		

Ex. 5 - Deliberative Process

Attachment B

Voluntary Separation Incentive Payment (VSIP) and Voluntary Early Retirement Authority (VERA) ELIGIBILITY

NOTE: This chart is intended to provide information about general eligibility. If you have any questions about whether or not you meet any of the criteria, you should apply, so the Human Resources Shared Service Center can make an official determination.

You ARE eligible for a VSIP if you:
are serving under an appointment without time limitation

You ARE eligible for VERA if you:
meet the minimum age and service requirements:

You are NOT eligible for VSIP if you:
are a reemployed annuitant

	- at least age 50 with at least 20 years of credible federal service OR	
	- any age with at least 25 years of creditable federal service	
have been currently employed by the federal government for a continuous period of at least three years	have been continuously employed by the Agency for at least 31 days before the date your region or program office initially requested OPM approval for VERA	have a disability such that you are or would be eligible for disability retirement
are serving in a position covered by your region or program office's VSIP offer	are serving under an appointment without time limitation	have received a decision notice of involuntary separation for misconduct or unacceptable performance
apply for and receive approval for a VSIP from the Agency	have not received a final removal decision based on misconduct or unacceptable performance	have previously received a VSIP from the federal government
separate by January 9, 2015	are serving in a position covered by your region or program office's VERA offer	performed service during the 36-month period preceding the date of separation for which a student loan repayment benefit was paid or is to be paid
	retire under the VERA option during your program or region's VERA window	performed service during the 24-month period preceding the date of separation for which a recruitment or relocation bonus was paid or is to be paid performed service during the 12-month period preceding the date of separation for which a retention bonus was paid or is to be paid

Attachment C

POINTS OF Contact

If you have questions about retirement and benefits or general questions about VERA and VSIP, please contact the Cincinnati Human Resources Shared Service Center (CIN) Human Resources Shared Service Center (HR SSC) as shown below. You may also contact the CIN HR SSC if you have questions about FHR Navigator (the on-line retirement annuity tool) or wish to have a retirement estimate prepared.

Email: CIN_HRSSC_Benefits_Central

Please include VERA/VSIP Request in the Subject Line

Or

Telephone: 513-569-7699

If you have specific questions about OARMVERA or VSIP package, please contact Jan Jablonski at (202) 564-9922 or jablonski.janice@epa.gov.

Attachment D

HOW AND WHEN TO APPLY For VERA and VSIP

Before You Apply	<p>Read the memorandum from your region or program office announcing the VERA and VSIP. You should ensure that you are in an approved employee category by reviewing Attachment A. If you are interested in the VERA or VSIP but are unsure about your eligibility, you should apply during the application window, so the Human Resources Shared Service Center (HR SSC) can make an official determination.</p> <p>The Office of Personnel Management has information on its website regarding <u>VERAs</u> and <u>VSIPs</u>. You can view frequently asked questions at http://intranet.epa.gov/policy/buyouts/index.htm.</p>
Where to Find Additional Information	<p>If you need additional information, please call or email the CIN HR SSC points of contact identified in Attachment C.</p>
Estimating Retirement Pay	<p>The <u>FHR Navigator</u> allows you to estimate your basic annuity. Instructions on how to use the FHR Navigator can be found at http://intranet.epa.gov/policy/buyouts/index.htm.</p> <p>If you would like to discuss your estimated annuity or other benefits or if you would like to have the CIN HR SSC run an estimate for you, please call or email the points of contact identified in Attachment C.</p>
Application Window	<p>The application window (the time during which you must apply for a VERA or VSIP) opens October 28, 2014, and closes at 11:59 pm Eastern Time on November 18, 2014. Applications submitted after 11:59 p.m. EST, November 18, 2014, will not be considered.</p>
Application	<p>Step 1: Go to the electronic application form at: http://intranet.epa.gov/rtp/2015buyout/</p>

Process

Step 2: Complete your application form and press submit when you have fully completed all of the blocks. If you need assistance completing the form or if you require an alternative text format, please contact the CIN HR SSC as identified in Attachment C.

You should apply early in the application window in case you experience any problems or issues in applying.

Step 3: You will receive an email notification when your application has been received by the HR SSC and the HR region or program office.

Step 4: If you haven't already run your retirement estimate or haven't had the HR SSC complete an estimate for you, please follow the instructions in the box above on Estimating Retirement Pay to obtain an estimate.

After You Apply

The CIN HR SSC will review your application and notify you of your eligibility. You should receive a notification no later than (NLT) December 17, 2014. If you are eligible and your application is approved, the CIN HR SSC will ask you to complete the necessary paperwork to process your separation.

Attachment E

This attachment includes specific, approved language about the targeted positions sent to OPM and OMB in OARM's VERA/VSIP submission. The entire submission will be available on the intranet site in the near future.

Reshaping the Workforce

The OARM VERA/VSIP proposal will be used to: realign the workforce from general support services to essential programmatic activities necessary for meeting the agency's strategic goals and expanded federal requirements; correct significant competency gaps by creating a limited number of new positions in some current and some new job series to recruit for necessary skill sets; acquire the skills necessary to

respond to new security requirements; restructure, reorganize, and eliminate layering in the organization while reducing the personnel staffing number and needed supervisory requirements; and reduce and rebalance the currently skewed, high-level grade structure by general targeting for separation the GS-13 and above levels, while recruiting at generally lower grade and career ladder levels. These actions will allow us to incorporate new and enhance available competencies and concentrate and redistribute duties in fewer staff according to complexity and grade requirements, ultimately reshaping the workforce, right-sizing the OARM, saving significant personnel costs, and improving overall organizational productivity and performance. The tables in Attachment 3 compare the targeted positions with the positions that will be recruited to address the skill gaps described below. The tables reflect the full performance level (FPL) of each position and the OARM will look to hire at the entry level where possible.

- **Real align organizational and personnel activities from general support services to essential programmatic functions required for meeting agency strategic goals, as well as new and expanded agency priorities and federal environmental and programmatic mandates.**

The OARM Immediate Office and Office of Policy and Resources Management is realigning its organizational structure to place greater programmatic focus on priority areas and achieve a better distribution of budgetary and staffing resources, thereby resulting in enhanced operational efficiencies. Attachment 1 shows the current organization chart and attachment 2 shows the new organization chart.

The OARM's plan is to reshape its workforce competencies by transitioning from obsolete administrative positions to more analytical administrative positions and acquiring much-needed technical skills in programmatic positions. The targeted positions and resulting separations will create a limited number of new position vacancies.

Ex. 5 - Deliberative Process

Ex. 5 - Deliberative Process

Ex. 5 - Deliberative Process

Ex. 5 - Deliberative Process

- The Office of Grants and Debarment (OGD) is reshaping its workforce to face the changing landscape of federal grants administration

As stated above, the OGD is facing an evolution in grants management driven by changes in OMB guidelines as well as federal statutes. This change has challenged the OGD to look internally in how it delivers service and address skill gaps. This VERA/VSIP package provides the OGD with the tool it needs to address some of these skill gaps. The OGD will target the following positions:

Ex. 5 - Deliberative Process

Ex. 5 - Deliberative Process

Ex. 5 - Deliberative Process

- The Office of Acquisition Management (OAM) is reshaping its workforce to prepare for a move to *Centers of Expertise* and more fully leverage strategic sourcing.

Ex. 5 - Deliberative Process

Ex. 5 - Deliberative Process

Ex. 5 - Deliberative Process

Ex. 5 - Deliberative Process

Ex. 5 - Deliberative Process

Ex. 5 - Deliberative Process

Ex. 5 - Deliberative Process

Ex. 5 - Deliberative Process

Ex. 5 - Deliberative Process

Washington, DC

Ex. 5 - Deliberative Process

Ex. 5 - Deliberative Process

hires:

Ex. 5 - Deliberative Process

Cincinnati, OH

Ex. 5 - Deliberative Process

Ex. 5 - Deliberative Process

Durham, NC (Research Triangle Park)

Ex. 5 - Deliberative Process

Ex. 5 - Deliberative Process

Headquarters

Ex. 5 - Deliberative Process

Cincinnati, OH

Ex. 5 - Deliberative Process

Durham, NC

Ex. 5 - Deliberative Process

Ex. 5 - Deliberative Process

Headquarters

Ex. 5 - Deliberative Process

Ex. 5 - Deliberative Process

Cincinnati, OH

Ex. 5 - Deliberative Process

Durham, NC

Ex. 5 - Deliberative Process

Ex. 5 - Deliberative Process

Jan Jablonski

Office of Administration and Resources Management

3102A

Room 3351G WJCN

(202) 564-9922

Ex. 6 - Personal Privacy (cell)

Message

From: Hunt, Loretta [Hunt.Loretta@epa.gov]
Sent: 6/23/2017 12:27:58 PM
To: Hart, Debbi [Hart.Debbi@epa.gov]
Subject: Fwd: Update for EPA's VERA/VSIP business case and targeted positions Email 2 of 2

FYI

Sent from my iPhone

Begin forwarded message:

From: "Hickey, Mike J. EOP/OMB" **Ex. 6 - Personal Privacy**
Date: June 22, 2017 at 8:36:24 PM EDT
To: "Hunt, Loretta" <Hunt.Loretta@epa.gov>
Cc: "Grossman, Andrea L. EOP/OMB" **Ex. 6 - Personal Privacy**
Subject: Re: Update for EPA's VERA/VSIP business case and targeted positions Email 2 of 2

Thank you Loretta for the two emails with the updates.

Sent from my iPhone

On Jun 22, 2017, at 6:53 PM, Hunt, Loretta
<Hunt.Loretta@epa.gov<mailto:Hunt.Loretta@epa.gov>> wrote:

The document attached replaces document #3 sent on 6/16/17.

Thanks.

Loretta L. Hunt
Branch Chief
Policy and Accountability Branch
Policy, Planning and Training Division
Office of Human Resources
U.S. EPA
Phone: (202) 564-6963
Email: hunt.loretta@epa.gov<mailto:hunt.loretta@epa.gov>


From: Hunt, Loretta
Sent: Thursday, June 22, 2017 6:48 PM
To: 'Hickey, Mike J. EOP/OMB'

Ex. 6 - Personal Privacy 'Mahoney, Michael J' <Mike.Mahoney@opm.gov<mailto:Mike.Mahoney@opm.gov>>; 'Snowden, Gregory A' <Gregory.Snowden@opm.gov<mailto:Gregory.Snowden@opm.gov>>; Coleman, Darrell E <Darrell.Coleman@opm.gov<mailto:Darrell.Coleman@opm.gov>>; Thornton, Cathryn <Cathryn.Thornton@opm.gov<mailto:Cathryn.Thornton@opm.gov>>; Butler, Monica <Monica.Butler@opm.gov<mailto:Monica.Butler@opm.gov>>; 'Andrea L Grossman' **Ex. 6 - Personal Privacy**

Ex. 6 - Personal Privacy

Cc: Hart, Debbi <Hart.Debbi@epa.gov<<mailto:Hart.Debbi@epa.gov>>>; Parker, Gary
<parker.gary@epa.gov<<mailto:parker.gary@epa.gov>>>; Schulman, Marvin
<Schulman.Marvin@epa.gov<<mailto:Schulman.Marvin@epa.gov>>>; McNeal, Detha
<McNeal.Detha@epa.gov<<mailto:McNeal.Detha@epa.gov>>>; Kuhns, Jason
<Kuhns.Jason@epa.gov<<mailto:Kuhns.Jason@epa.gov>>>
Subject: Update for EPA's VERA/VSIP business case and targeted positions Email 1 of 2

OPM and OMB,

EPA's Region 9's office had to revise their information to remove  position. The documents attached should replace documents #4 and #6 that were sent on 6/16/17.

Thanks.

Loretta L. Hunt
Branch Chief
Policy and Accountability Branch
Policy, Planning and Training Division
Office of Human Resources
U.S. EPA
Phone: (202) 564-6963
Email: hunt.loretta@epa.gov<<mailto:hunt.loretta@epa.gov>>

<EPA Prog and Reg Business Cases 6-22-17 ver 4.docx>